

# Risk Assessment for COVID-Secure Secondary School Settings - September 2020 Re Opening

Establishment:.....Neston High School.....

Risk Assessment carried out by:.....Tina Phillips/Keith Simpson/Jo Tyrrell/Karen McCarthy/Kirsty Cunningham/Julie Mounfield 8.7.20

Updated 3/9/20

Updated 10/9/20

Risk Title	Hazard	Who could be harmed	Risk High/Med/Low	Control Measures	Risk (after control measures implemented) High, Medium, Low	Risk Action Update / Comments
Transmission of Coronavirus whilst staff and pupils are in school.	COVID-19	Employees - Teaching Staff, Teaching Assistants, Admin, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers	<b>HIGH</b>	<p>Staff with updated medical advice to shield will be supported to work off site providing work for students on the remote learning team.</p> <p>Individuals who are unwell themselves or in a household where someone is exhibiting symptoms ie. persistent cough, high temp over 37.8 or loss of taste or smell should not attend school. If symptoms develop in school students should be isolated in a ventilated room until they can be collected.</p> <p>Classrooms set up to allow a 2m space at the front of the classroom for teaching staff.</p> <p>Staff supporting students in classrooms to work side by side with students.</p> <p>Classrooms to be equipped with visualisers to allow demonstrations to take place without students needing to gather around a demonstration table.</p> <p>Increased hand soap dispensers and signage showing good handwashing practice displayed in toilet areas.</p> <p>Tissues and bins provided in all areas to promote catch it, kill it, bin it.</p> <p>Increased cleaning throughout the day - cleaners on site to clean surfaces between use - Door handles, toilet areas. Hand sanitiser and anti bac wipes available in all areas including classrooms and at entrances to the building.</p> <p>PPE provided to staff attending to medical emergencies and if close contact with students is necessary.</p> <p>Limited access to reception area, utilise the airlock using a barrier to keep public away from the window. perspex screen to separate receptionist from public if entering the building.</p> <p>Cleaning staff provided with disposable gloves.</p> <p>Catering provision adapted to allow for social distancing in the commercial kitchen. Minimum number of catering staff in the kitchen. Food to be pre ordered and paid for in advance online, collected from year group collection points. Students encouraged to bring packed lunches.</p>	Medium/Low	

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		Children and young people	<b>HIGH</b>	<p>Restrict movement around the school - Year group bubbles established with allocated distinct areas of the school building and external areas for breaks and lunch. Coloured year group blazer badge to identify students if out of zone.</p> <p>Classrooms for Year Groups in KS3 grouped together in distinct areas of the school. KS3 Students to remain in one classroom for majority of lessons, teachers to move between classrooms to reduce the number of people moving around the site.</p> <p>Classrooms set up with forward facing desks.</p> <p>KS4 and KS5 as far as possible to remain in one area but will have access to specialist classrooms for option subjects.</p> <p>No shared resources</p> <p>Clear communication to students prior to return, New H&amp;S rules and regulations resocial distancing, handwashing etc clearly communicated to students prior to re entry to school and included in initial welcome. Signage around building to reinforce message.</p> <p>Classroom kit to include tissues, bins, anti bac wipes.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a></p>	Medium/Low	
		Visitors e.g. school governors, suppliers	<b>HIGH</b>	<p>Minimal visitors to school during this period - with the exception of emergency/safeguarding pre planned visitors ie. social workers to meet with students, police etc.</p> <p>Visitors/Contractors arriving on site should be kept in the airlock and not invited into the reception area to wait. Barrier in front of the reception hatch/window for social distancing.</p> <p>Post and parcel deliveries left in airlock area and site staff to collect and distribute parcels. Deliveries are not currently signed for (National agreement)</p>	Low	
		Contractors		<p>Emergency repairs and planned maintenance only</p> <p>Agreement with PFI contractor not to attend site if exhibiting symptoms. Pre arranged contractors only allowed on site.</p> <p>Contractors must not come into contact with staff.</p>	Medium/Low	

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Transport & Drop off and collection of pupils			MEDIUM	<p>Students encouraged to walk/cycle or come to school by car. If travelling on dedicated school bus students must wear a face covering, seated passengers only, no standing . If possible seats on the bus to be zoned by year group. Bus company to increase cleaning regime.</p> <p>Parents advised to use the drop off bay and not to get out of the car if dropping off</p> <p>Potential risk of increased traffic in drop off car park, staff on duty to move cars on as quickly as possible, duty staff to direct students to correct zoned entrance.</p> <p>Parents not allowed into the building - meetings or communication with staff over telephone or email if necessary.</p>	Medium	Keep in contact with CWAC transport and Helms for updates - Communicate with parents that only seated passengers will be allowed to travel and that face coverings must be worn. Send updates to parents
Staff and pupils in classrooms			HIGH	<p>All classroom desks to be front facing with a 2m space between teachers and students.</p> <p>Classroom kit to include - tissues and anti bac wipes</p> <p>Plastic bin bags to be emptied throughout the regularly.</p> <p>Increased cleaning</p> <p>No shared resources, students to bring their own equipment</p>	Medium/Low	Communicate with parents the importance of students bringing their own equipment to school.
Moving about the school			HIGH	KS3 students to be allocated dedicated classrooms to reduce movement in corridors between lessons.	Medium/Low	
Lunch and Breaktimes			HIGH	<p>Staff advised to bring their own food and drinks for consumption throughout the day.</p> <p>Staff kitchens can be used to make drinks and staff should take precautions to protect themselves by increased hand washing and using personal cups and utensils.</p> <p>Signage in staff rooms to encourage colleagues to move out of the kitchen space and consume food and drink in alternative more spacious areas.</p> <p>Water coolers will be available to fill water bottles only, bubbler taps have been isolated to remove the risk of student's mouths coming into contact with potential virus.</p>	Medium	
Staff Room			HIGH	Signage in staff rooms to encourage colleagues to move out of the kitchen space and consume food and drink in alternative more spacious area.	Low	

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Office and Meeting Rooms			HIGH	<p>Desks should be side by side wherever possible, colleagues sitting opposite each other will be provided with a perspex screen.</p> <p>Reception area -visitors to be kept in airlock area and not invited into the school. Anti bac wipes and hand sanitiser available for receptionist handling post. Headsets not to be shared, keyboard and telephone to be wiped with anti bac wipes after use. Perspex screen provided for reception desk.</p> <p>All Meeting to be conducted through Teams if possible, if face to face meetings is necessary, social distancing to be observed.</p>	Low	
Whole School Meetings			HIGH	Whole school meetings to be held on Teams.	Low	
Cleaning			HIGH	<p>3 cleaners - cleaning dedicated areas</p> <p>Allocated to specific rooms to reduce risk of contamination</p> <p>to reduce risk of contamination - bins emptied regularly throughout the day - tie up plastic bin bags rather than tip bins into one larger bag.</p> <p>Cleaning products available in every room - Protect spray and disposable cloths.</p> <p>Staff rooms and kitchen areas to be regularly santised</p> <p>cleaners to wear PPE - gloves and use disposable cloths.</p>	Medium/Low	
First Aid Provision			HIGH	<p>First aid room set up to allow space and open windows.</p> <p>Qualified first aiders on site, PPE - disposable gloves, face masks, aprons and visors to be provided.</p> <p>Any person showing Covid-19 symptoms to be isolated in a room with windows that open and parents called to take home immediately</p>	Medium	
Catering			HIGH	Reduced catering offering - food to be collected from Year group collection points	low	

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Deliveries and Waste Collection			MEDIUM	<p>Waste Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <p>Should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <p>if the individual tests negative, this can be put in with the normal waste if the individual tests positive, then store it for at least 72 hours and put in with the normal waste.</p>	Low	
Transport			HIGH	Limited numbers of students allowed on bus, seated passengers only, wearing face coverings.	Medium	Keep in contact with CWAC transport and Helms for updates - Communicate with parents that only seated passengers will be allowed to travel and that face coverings must be worn. Send updates to parents

Review Date:.....10/8/20