



Risk Assessment

Protection from transmission of COVID-19

A	Date: 17 th May 2021	School: Blue Coat School	Competent person: Jon Burke	Location: Whole School
	Review Date: Daily. Weekly		Head Teacher: Scilla Yates	

B	Assessment of Risk for: Protection from transmission of Covid-19 during pandemic including all school activities full school return
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C	List Hazards Here	List Groups of People at Risk	List Controls	Risk Level
1	Covid-19 virus: General	Staff Students Visitors Contractors	<p>Essential measures of this risk assessment include:</p> <ul style="list-style-type: none"> • a requirement that people who are ill stay at home • robust hand and respiratory hygiene • enhanced cleaning arrangements • active engagement with NHS Test and Trace • formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable <p>Measures to include reducing contacts (as much as possible) include:</p> <ul style="list-style-type: none"> • grouping students together creating year group 'bubbles' • avoiding contact between year groups as far as reasonably possible • arranging classrooms with forward facing desks • staff maintaining distance from students and colleagues as much as possible 	M

			<p>The school has active arrangements in place to monitor that the controls are:</p> <ul style="list-style-type: none">• effective• working as planned• updated appropriately considering any issues identified and changes in public health advice. <p>Trustees and Senior Leaders will work with staff representatives to share and assess any information that has been made available to the school that has an impact on the status of internal and external risk and associated control measures contained within this document.</p> <p>All staff are instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Students and staff who are symptomatic or have people in their household exhibiting symptoms will not be allowed to attend school and will be required to isolate and test as per national guidance.</p> <p>The school will work alongside relevant managers to review all of the following applicable risk assessments where relevant:</p> <ul style="list-style-type: none">• New and expectant mothers• Extended duty of care• Staff welfare• Individual student assessments. <p>Covid-19 specific extended duty of care risk assessments will be considered and carried out where relevant for all staff and pupils meeting the following criteria:</p> <ul style="list-style-type: none">• Vulnerable member of staff and/or student who has received a Government 'Shielded' letter• Staff who have an extremely vulnerable person living in their household• Staff who live with a vulnerable person.	
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The school will regularly update and inform employees on latest government guidance regarding covid-19 controls required: Updated 21st February 2021

- Gov.uk <https://www.gov.uk/>
- Public Health England <https://www.gov.uk/government/organisations/public-health-england>
- Department for Education <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school>
- Health and Safety Executive <https://www.hse.gov.uk/>
- Gov.uk <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

Reference will be made to guidance and publications where applicable, including:

- HSE COVID19 latest information and advice
- HSE Working safely during the coronavirus guide
- Government guidance COVID-19: guidance for full opening: schools
- Government guidance COVID-19: guidance for schools and other educational settings
- Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable
- Government guidance COVID-19: guidance on shielding and protecting people who are defined as clinically vulnerable
- Government publication COVID-19: cleaning in non-healthcare settings
- Government publication Best Practice: how to hand wash
- Government guidance COVID-19: guidance for food businesses on coronavirus
- Government guidance: safe working in education

Due to changing advice on Covid-19, managers will regularly review the safe working procedures and protocols daily, until such time when it is deemed unnecessary.

There is an adequate supply of disposable PPE, as per specific task requirements, all staff provided with instruction in the correct use and fitment.

All used PPE will be double bagged and disposed of appropriately.

			<p>All employees, students and visitors to be informed that social distancing, hand washing and other controls must be adhered to as per Government guidance.</p> <p>Parents will be kept informed via email bulletins etc. regarding proposals for reopening including start finish times and any new local rules regarding drop off and pick up.</p> <p>Staff kept informed via email, online meetings where necessary to reduce social contact.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> • HSE RIDDOR reporting of COVID-19 	
2	<p>Covid-19 virus; Prevention</p> <p>General school environment</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>On site provision for Asymptomatic testing will commence on 8th March 2021 with support from LCC. Home kits will also be distributed to staff and students as required.</p> <p>All staff, students, visitors and contractors are asked to clean hands thoroughly more often than usual. Hand sanitizer stations located at all entrances to the building. Stations also located by all toilets and high use areas including the dining room, school hall, library, staff areas and kitchens. Sanitiser and disinfectant wipes will also be placed in all classrooms and other work areas. From 8th March, extra hand sanitiser and disinfectant wipes have been added to more locations around school, all classrooms and offices have been replenished. Instructions for use have been shared with staff.</p> <p>Assemblies will take place in year group bubbles only, all students facing forward.</p> <p>Each year group bubble has a designated area of school to assemble before registration to reduce interaction between other bubbles – see school day.</p> <p>Social distancing measures (eg tape, signs) will be used where necessary and distancing tape will be used around all teachers desks. For start of term from 8th March, all classrooms have been set with 2m distancing for teachers` desks, screens are also in place where 2m cannot be maintained, all tape markings have been updated with new. As a further precaution and if pupil numbers allow, the immediate desk in front of the teacher should be left vacant.</p>	M

			<p>School first aid arrangements to be reviewed as required, latest review 26th February. Minimum of 4 COVID19 trained first aiders and full PPE available. There is a COVID symptom register and detailed system to follow for first aiders in place.</p> <p>Staff are asked to use the card readers for access/egress and not the biometric fingerprint readers.</p> <p>Doors will be open where safe to do so to minimise high touch area contact, taking into account security and fire safety.</p> <p>Signage installed to various areas of the building in line with Government guidance, reminding people to wash hands regularly, sanitise, and to maintain social distancing when possible.</p> <p>Good respiratory hygiene is promoted by the installation of extra bins and using the 'catch it, bin it, kill it' poster next to the bins in all corridors and entrances.</p> <p>One-way traffic must be adhered to in corridors where appropriate during break time, between lessons and at the end of the school day. Where this is not possible, staff and students must keep to the left of corridors or walkway to maximise social distancing while others are using the opposite side. Signage will be in place to promote 'keep to the left'</p> <p>All desks and chairs in classrooms or in other areas to be used to face the same direction i.e. to the front.</p> <p>Reduced numbers in larger areas such as the dining room, chapel and hall etc.</p> <p>Schedules will be devised to reduce, where possible, movement around the school – see school day.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p>Windows will be opened in all rooms, areas where practical to encourage as much natural ventilation as possible.</p>	
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			<p>From Monday 17th May students are no longer required to wear face masks in lessons, unless they wish to do so. We will, however, still insist on the wearing of face coverings in communal areas, unless students are eating or drinking. Students will also be required to wear masks when arriving or leaving school and whilst they travel around the school building. Those students who are exempt from wearing a face covering will continue to wear the badge on their blazer for easy identification by staff. Parents have also been asked to continue to wear a mask when collecting their child from the school building or whilst waiting outside, unless exempt.</p> <p>Staff should continue to maintain social distancing from colleagues and students, whenever possible, and must wear face coverings in congested areas, such as corridors.</p> <p>Extra-curricular provision – New guidance now states that any extra-curricular activities, which are focussed on educational provision are permitted to continue. This means any additional teaching, or 1 to 1 sessions with students can continue.</p>	
3	Covid-19 virus; School day	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>We are asking that parents provide their children with their own face covering and follow government guidance on personal hygiene. Students will be instructed not to touch their face covering during use or removal.</p> <p>Parents are requested to drop their children off and not wait with them where possible.</p> <p>Parents are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment).</p> <p>School finish times will be staggered for different bubbles to reduce the risk of mixing.</p> <p>For a breakdown of the school day see the school day plan which shares information on keeping year groups in different areas in school.</p> <p>On arriving at school all staff, students, visitors and contractors are required to apply hand sanitiser.</p>	M

			<p>Students are organised in year group bubbles and accommodated in zones wherever reasonably possible, to reduce movement and interaction between other bubbles in corridors and communal areas – see school day for details</p> <p>All year group bubbles have their own assembly point on arrival. The plan also shares specific information on distancing between break and lunchtimes over a two-week period.</p> <p>To reduce contact between students each year group bubble is assigned their own zone in school wherever possible.</p> <p>All staff and students are reminded to wash their hands regularly during the day and use hand sanitiser.</p> <p>All rooms will be thoroughly cleaned after each use.</p>	
4	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Minimise contact between individuals and aim to maintain 2m social distancing at all times wherever practicable. • Limit the number of surfaces touched. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing/sanitising. • Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach • All staff have been offered the additional use of a face visor which is available on request. Face masks are available to all staff at: reception, staffroom, dining room, medical room and the site office. <p>Lessons and other work activities planned to make best use of school resources whilst maintaining social distancing.</p> <p>Students will be reminded of the need for high standards of behaviour in accordance with the school’s policy. Sanctions that include the removal of students will be given for willful refusal to adhere to arrangements for social distancing and deliberate acts that put others at risk.</p>	M

			<p>The SLT and other duty posts will be actively present around school to provide additional support, advice and reassurance.</p> <p>Separate department risk assessments have been completed for PE, Music, Science, Art and DT following relevant guidance for the start of term activities.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably possible.</p> <p>The staffroom is set up to support social distancing, as are staff communal areas where signage or marking will be in place.</p>	
5	Covid-19 virus; Use of the dining room	Staff Students	<p>The dining room has hand sanitiser situated at the entrance, inside and immediately after using the tills.</p> <p>All tills have screen protection in place.</p> <p>Where possible and appropriate, all windows will be open for ventilation.</p> <p>There is a schedule in place to ensure all tables and chairs are cleaned after use by each year group.</p> <p>School lunchtime will be split for year groups in the dining room at thirty-minute intervals, other year groups will use Shirley Hall, Y12 & 13 will use the Library and the Bistro – see school day.</p>	M
6	Covid-19 virus; School reception and offices	Staff Visitors	<p>Staff are encouraged to send information electronically to avoid the use of internal mail services.</p> <p>All offices have anti-bacterial wipes and hand sanitiser for personal use.</p> <p>Office windows will be open where practical, to encourage as much natural ventilation as possible.</p> <p>Staff will not enter workspaces/offices of others uninvited and where social distancing cannot be maintained.</p>	M

			<p>Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations. Screens will be installed where this is not possible.</p> <p>Sharing of workstations should be avoided where possible.</p> <p>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> <p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</p> <p>All visitors/contractors will be given a `visitor` label to eliminate the use of badges and lanyards.</p>	
7	Covid-19 virus; Meetings	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>The use of electronic meetings will be considered where the host considers it appropriate.</p> <p>The use of meeting rooms must be made via the electronic booking system.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p>	L

			Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.	
8	Covid-19 virus; Cleaning	Staff Students Visitors Contractors	<p>All cleaning, catering and site staff are experienced and have received appropriate COVID-19 related training. The cleaning team received refresher training on 1st March 2021 on working safely and cleaning in schools during COVID-19.</p> <p>Reference will be made to school COSHH risk assessments, any new chemicals used will have COSHH safety data sheets and risk assessments.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>Cleaners and caretakers will be on site throughout the school day to assist with additional cleaning.</p> <p>School will be fully cleaned at the end of each day.</p> <p>Enhanced cleaning will take place during the school day for frequently used contact surfaces will include (amongst other items) door handles, handrails, switches, doors, surfaces.</p> <p>All toilets will also be cleaned regularly throughout the day.</p> <p>Classrooms and other work spaces where a student or staff member has become symptomatic during the school day will be deep cleaned along with other areas used.</p>	M
9	Covid-19 virus; Response Pupils and staff who become symptomatic during the school day	Staff Students Visitors	<p>The school will engage with the NHS test and trace process.</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community by contacting the local health protection team.</p> <p>The school will contain any outbreak by following local health protection team advice.</p>	L

		Contractors	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a student is awaiting collection, they will be moved to the interview room which is the designated holding room where they can be isolated behind a closed door with ventilation and with appropriate adult supervision if required. If they need to go to the bathroom while waiting to be collected, they will use the toilet by reception. The toilet will be cleaned and disinfected immediately after use.</p> <p>PPE will be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained.</p> <p>Any areas, items and surfaces the student has come into contact with will be thoroughly cleaned as soon as possible.</p>	
10	Safeguarding and well being	Staff Students	<p>Staff well-being issues are managed in line with the staff welfare policy.</p> <p>Where appropriate, individual risk assessments will be updated.</p> <p>The designated safeguarding lead will ensure that any safeguarding issues are managed in line with the safeguarding policy.</p> <p>The Special Educational Needs Coordinator (SENCO) will manage the day to day implementation of the SEND policy and co-ordinate specific provision required to support individual students with SEND, including those with or without EHC plans.</p>	L

11	Preparing the school building and facilities	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Legionella control, flushing and testing • Fire alarm testing and maintenance • Emergency light testing and maintenance • Local exhaust ventilation (LEV) testing and maintenance including air conditioning • External and internal site maintenance and safety checks • PAT testing • Boiler/ heating servicing • All other statutory inspections completed before start of term <p>Review of entry and exit routes daily to ensure correct signage and supervision to ensure best practice is maintained.</p> <p>All school lettings cancelled until further notice.</p> <p>Revised evacuation procedure in place with signage to reflect with consideration given to any Personal Emergency Evacuation Plan (PEEP).</p>	L
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Risk Level: High: Accident likely with possibility of serious injury or loss
Medium: Possibility of accident occurring causing minor injury or loss
Low: Accident unlikely with control measures in place

D	Overall risk level:	
	<p style="text-align: center;">High Medium Low</p>	