

Coronavirus (COVID-19): Risk assessment for reopening after partial closure

Biddulph High School

Assessment conducted by: TCO	Job title:	Covered by this assessment: <u>staff, students, parents, visitors</u> and <u>volunteers</u> .		
Date of assessment: 24/05/2020	Review interval: <u>as required</u>	Date of next review: Ongoing		
Related documents				
<u>Coronavirus (COVID-19) Reopening Plan,</u> <u>Social Distancing Policy Statement,</u> <u>Infection Control Policy.</u>				
Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Steps of reopening preparation



Last updated: 18 May 2020

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policies and procedures	H	<ul style="list-style-type: none"> • All students, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> - <u>Infection Control Policy</u> - <u>First Aid Policy</u> - <u>Social Distancing Policy Statement</u> - <u>Coronavirus (COVID-19) Reopening Plan</u> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • Staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and student wellbeing training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE • All staff, parents and students are made aware of any infection control procedures and social distancing arrangements for when the school reopens via email. • TCO conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school reopening to more students. 	Y	TCO	05/06/20	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • LG reviews relevant school policies to ensure they account for new provisions, e.g. reduced class sizes, behaviour expectations and staffing ratios. 				
Premises		<ul style="list-style-type: none"> • GDA & TRO checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress. • TCO identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises. • A suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order. • GDA & TRO checks all areas of the school grounds, including car parks and walkways, for any potential hazards. • TCO makes insurers aware of the building's state of use. • TCO ensures that the insurer's risk mitigation requirements are enacted and observed. • All keyholder information is updated in accordance with the insurer's instructions, where required. • External signage is visible to show that access to the school premises is restricted. • Any hazards found during checks on the premises are reported to SAS as soon as possible and issues are resolved prior to school reopening to more students. • SAS, in conjunction with the Local Academy Governing Board and the Trust Board, ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. • LG identifies which areas of the school may be used for school activity and communicates this to staff, students and parents accordingly. 	Y	Relevant People as listed	03/06/2020	L

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		<ul style="list-style-type: none"> Areas of the premises which remain closed are adequately secured and clearly identifiable. TCO arranges for any changes to the premises to be made to account for social distancing measures. SAS prohibits access to the school for all non-essential visitors, e.g. guest speakers or third-party extracurricular clubs. 				
Gas supply, systems and equipment	H	<ul style="list-style-type: none"> TCO checks that all mandatory inspections of gas equipment are up-to-date, and arranges any required inspections as soon as possible. 	Y	TCO	01/06/2020	L
Electrical supply, systems and equipment	H	<ul style="list-style-type: none"> TRO and GDA perform visual checks on all electrical equipment, e.g. computers and plug sockets. TCO ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible. 	Y	TCO	01/06/2020	L
Heating and ventilation	H	<ul style="list-style-type: none"> TCO checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. 	Y	TCO	01/06/2020	L
Fire safety and evacuation routes	H	<ul style="list-style-type: none"> TCO ensures that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. CBR identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and students. Tenna Courts will be used using 2 metre distancing which remains safe as very low numbers involved. Net Capacity allows 	Y	CBR TCO	01/06/2020	L
Water storage, drainage systems and	H	<ul style="list-style-type: none"> All water systems are thoroughly flushed, e.g. toilets and taps 	Y	TCO	06/06/2020	M

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sanitary appliances		<ul style="list-style-type: none"> All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up. 				
Lifts, automatic doors and plant equipment	H	<ul style="list-style-type: none"> GDA & TRO checks that lifts, stairlifts and automatic doors are in working order. 	Y	TCO	03/06/2020	L
Cleaning	H	<ul style="list-style-type: none"> TCO arranges enhanced cleaning to be undertaken on a twice daily basis between sessions The number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection. JBA will supervise the necessary areas of the school are deep cleaned before reopening with suitable cleaning agents and in line with the COSHH Policy. All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. Adequate amounts of suitable cleaning agents are available. PPE is available to members of staff who require it to carry out cleaning safely. Items that are hard to clean eg cushions are removed from classrooms and are stored separately. 	Y	Relevant People	03/06/2020	M

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Infection control	H	<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Where school transport is essential, infection control and social distancing measures are implemented at the responsibility of the transport provider. • Parents are briefed on new provision for the drop-off and collection of their children. • Infection control stations are set up, alcohol-based hand sanitiser. • Adequate amounts of soap, tissues and bins are available in the relevant areas. • Students and staff are encouraged to wash their hands regularly. • The school ensures students and staff adopt good respiratory practice, i.e. coughing and sneezing into their elbow or tissue. • The school's Coronavirus (COVID-19) Reopening Plan is developed in line with the relevant local and national advice and communicated to all staff, parents and stakeholders. • LG works with staff to ensure a suitable plan is in place to maximise infection control during transitions during the day, e.g. one-way systems and staggered lesson times. • Instances of staff, students and volunteers displaying symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and the Infection Control Policy, and any unwell individuals are sent home as soon as possible. • Clinically vulnerable and extremely clinically vulnerable students and staff remain at home until further notice and are supported to learn or work from home. • PPE is offered to staff • PPE will be worn by staff who provide care for students in need and for cases where a student becomes unwell with symptoms of 	Y	Relevant People	06/06/2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Infection control		<p>coronavirus whilst in school and needs direct personal care until they can return home.</p> <ul style="list-style-type: none"> Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. 				
Social distancing		<ul style="list-style-type: none"> The Social Distancing Policy Statement is shared with all relevant members of the school community and adhered to as far as possible. Students are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. LG records how many students are returning to school and ensures reduced class sizes are implemented – each class is staffed accordingly. Students and staff do not mix with those outside of their class or group. Visual aids are used to display social distancing measures, e.g. floor tape to mark two-metre spacing. Students take breaktimes and where necessary lunchtimes in their class groups, and these breaks are staggered throughout the day to avoid congestion of people. There will be no assemblies during this time . The use of communal areas, e.g. the Refectory is for staff only until further notice to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. If a student is unable or refuses to follow any social distancing measures, e.g. due to their age or needs, the headteacher, in conjunction with relevant staff and the student’s parents, will consider whether it would be more appropriate for the student to remain at home. 	Y	TCO	06/06/2020	M

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Mental health and wellbeing	H	<ul style="list-style-type: none"> • Student and parent surveys are sent out to assess how they feel about the school reopening and to enable staff to act on any concerns students and parents may have. • Staff are consulted throughout the planning stage, any concerns will be addressed and any work within the school will be done on a rota basis via a 2 week system. • APR will liaise with the parents of students who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. <ul style="list-style-type: none"> - Staff will notify TCO if they need to be shielded because they are extremely clinically vulnerable. • TCO will hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. • LG considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. • If required, staff can adjust their working hours, as agreed by SAS • SAS ensures that the school can be adequately and safely staffed when it reopens. • LG discusses the implications on staff and student workload when the school reopens and puts a plan in place to minimise the risk of stress. • Students who are in key transition years, e.g. Year 11, are provided with the appropriate support. • APR will liaise with the LA to determine what additional support is available for students who are suffering with their mental health once they return to school. 	Y	Relevant People	06/06/2020	M

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		<ul style="list-style-type: none"> APR will identify students with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. LG will ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and students have access to psychological support when the school reopens. Staff and student bereavement is managed in line with the Bereavement Policy. 				
Access to learning	M	<ul style="list-style-type: none"> LG identifies priority groups and plans how they will access school, e.g. students of parents who cannot work from home and are returning to work. Class sizes are no larger than 10 students to one teacher. Desks are spaced as far apart as possible, with at least a one chair gap in between each student – two metre distancing is adhered to at all times. LG and SLG work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material during all phases of reopening, where required. LG and SLG identify what provision can be reasonably provided for students with EHC plans. LG and SLG work with teaching staff to ensure education can continue to be delivered to all students who are learning remotely. LG and SLG will work with teachers consider how to support the educational needs of disadvantaged students and students with SEND. The taking of attendance registers is resumed and the Educational Setting Status form continues to be carried out and submitted to the DfE. 	Y	LG	05/06/2020	L

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		<ul style="list-style-type: none"> Students and parents are not penalised for continuing education at home. 				
Extra-curricular activities	M	<ul style="list-style-type: none"> LG will determine when before and after-school clubs can resume – this will only be done where social distancing can be adhered to. The school ensures social distancing measures are adhered to at all times. A reduced number of students per session will attend before and after-school clubs once they resume. 	Y	LG	No Date under review	L
Safeguarding	H	<ul style="list-style-type: none"> EMO liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening, e.g. ongoing bullying. EMO ensures that adequate pastoral care is in place to support students and staff who require it. EMO ensures the relevant staff have the appropriate training to support students and staff who require pastoral care. 	Y	EMO	05/06/2020	L
Communication	M	<ul style="list-style-type: none"> Anyone who displays symptoms of coronavirus does not enter the school grounds. SAS puts into place any actions or precautions advised by the PHE SAS liaises with the The PET Board about reopening the school and includes any local guidance into the reopening action plan, where required. The school's website is kept up-to-date with any information regarding reopening, e.g. dates and local arrangements. Parents are informed via email about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. Students are encouraged, where possible, to walk or cycle to school. 	Y	LG	05/06/2020	L

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		<ul style="list-style-type: none"> • Staff are informed via email about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing. • Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. • All staff, students and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. • Students are informed via email about the relevant information regarding reopening, e.g. social distancing measures and how lessons will be delivered. • TCO communicates with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services. • SAS informs staff and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens. 				