

Bishop Stopford School

Coronavirus (COVID-19): risk assessment for students at school

Assessment conducted by: Clare Curchin	Job title: Business Manager	Covered by this assessment: students, staff and other relevant individuals.
Date of assessment: 13 th May 2020	Review interval: in line with government updates	Date of next review: 30 th June 2020

Related documents

First Aid Policy, First Aid Procedure – COVID-19, COSHH Policy, Emergency Evacuation Procedures/ Fire Risk Assessment., Health and Safety Policy,

Please note the term “parent” refers to any parent who is a key worker or is a parent or carer to a vulnerable child. Furthermore, the term “students” refers to those attending school – all other students should learn from home.

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

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
Awareness of health and safety policies and procedures	H	<ul style="list-style-type: none"> All staff, students and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy First Aid Policy First aid procedures – COVID-19 Emergency Evacuation Procedures/Fire risk assessment All staff have regard to all relevant guidance and legislation including, but not limited to, the following: 	Y	Headteacher/ Business Manager	31 st May 2020	M

		<ul style="list-style-type: none"> - The 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' ● The relevant staff receive any necessary training that helps minimise the spread of infection. ● The school keeps up to date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE ● Staff are made aware of the school's infection control procedures in relation to coronavirus via email. ● A staff briefing (via teams) will be held to ensure staff have the adequate information and guidance. ● All information to be shared with staff before they enter site. ● Parents are made aware of the school's infection control procedures in relation to coronavirus via letter – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. ● Students are made aware of the school's infection control procedures in relation to coronavirus prior to returning and via the class teacher when attending. They will be informed that they must tell a member of staff if they begin to feel unwell. ● The GDPR requirements in relation to confidentiality for all are followed at all times – this includes withholding the names of staff and students with either confirmed or suspected cases of coronavirus. ● New staff to be inducted on all policies and procedures. ● Fire evacuation procedures will be updated and communicated. 				
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		<ul style="list-style-type: none"> Additional behaviour policy rules have been introduced to include sanctions for consistently refusing to follow social distancing and other control measures. 				
Poor hygiene practice	H	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding all of key messages (2m and handwashing). Those attending reminded to wash their hands with liquid soap after going to the toilet for not less than 20 seconds. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use in the classroom. DfE and PHE guidance followed in respect of infection control procedures. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. Bar soap is not used, liquid soap dispensers are installed and used instead. Students are instructed by staff on washing their hands to ensure it is done correctly. No sharing of cutlery, cups or food. No sharing of stationery and materials. Cleaners are contracted by the school to carry out daily: thorough cleaning follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. The Business Manager arranges enhanced cleaning to be undertaken where required. Classrooms, corridors, communal areas and toilets between 12pm-1pm and at the end of the day Mon-Thu. Friday will be a deep clean of areas which have been in use. 	Y	Head Teacher/ Business Manager/ Property Manager	31 st May 2020	M
Ill health	H	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and loss in taste or sense of smell and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. 	Y	Headteacher	31 st May 2020	M

	<ul style="list-style-type: none"> ● Any student who displays signs of being unwell is immediately referred via radio to first aid and remains in the re-allocated medical room (initially L1/2). ● PPE will be provided for the member of staff caring for the unwell student. ● Disposal units will be provided for the disposal of used PPE items. ● Cleaning of the medical room will be undertaken following on from the person leaving the area. ● Where a first aid trained member of staff is unavailable, staff contact a member of SLT to ensure that an unwell student is moved to the empty room whilst they wait for their parent to collect them. ● A student displaying symptoms of coronavirus is removed from contact with other students and placed in the charge of one member of staff, whilst still ensuring the student is safe. ● The relevant member of staff calls for emergency assistance immediately if the student's symptoms worsen. ● The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff. ● Where contact with a student's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. ● Unwell students who are waiting to go home are kept in a discrete area where they can be at least two metres away from others. ● Areas used by unwell students are thoroughly cleaned upon vacation. ● If an unwell student is waiting to go home, they are instructed to use different toilets to the rest of the school. ● Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. ● If a member of staff becomes unwell, they must report to SLT member, go home and follow PHE guidance ● Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the school's normal procedures. 				
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		<ul style="list-style-type: none"> • In the event of a RIDDOR event, Northamptonshire County Council Health and Safety advisor will undertake these reports and give the appropriate advice. • Individual risk assessments have been undertaken for staff who are in high risk groups. 				
Spread of infection	H	<ul style="list-style-type: none"> • Implementation of 'bubbles' where possible, so that students are retained in the same groups, and those receiving face-to-face provision are kept apart from provision for keyworkers' and priority students. (Same day a week, same venue, same desk) • TA's will not be supporting teachers in the classroom. • Staff administering first aid, or cleaning staff called to attend to spillages of bodily fluids, e.g. respiratory and nasal discharges, will use PPE and clean the area immediately. • All to follow instruction on coughing or sneezing (i.e. into elbow and use a tissue to cover their mouths where possible, disposing of the tissue immediately in waste disposal units, then wash hands.) • Parents are informed not to send their children to school if they show even the slightest signs of being unwell and/or they believe they have been exposed to coronavirus. • Parents are informed that children who have displayed symptoms of coronavirus or who have been directed via Track and Trace that they must self-isolate for 14 days before returning to school (or guidance at the time). • Students queue 2 metres apart at entrances and exits to avoid risks of transmission. • Entrances and exits are marked with social distancing measures. • Entrances and exits for students are split across site to avoid congestion and maintain 'bubbles'. • Arrival and leaving times have been staggered. • Staff will supervise the students when arriving and leaving the classroom and the school site. 	Y	Headteacher/ Class teacher	31 st May 2020	M

	<ul style="list-style-type: none">● Staff will encourage students to go directly home and not socialise with their peers.● Class sizes are reduced to keep social distancing measures. Rooms will hold no more than 15 students.● Alcohol gel is provided in each classroom and in communal areas i.e. staff room● All are instructed to wash their hands thoroughly after going to the toilet.● Lunch times are staggered and supervised by lunchtime supervisors.● Lunchtime supervisors will supervise toilet queues.● Packed lunches will be consumed in the classrooms and brought in by students.● Staff are required to bring their own lunch as the school canteen will be closed.● Sanitiser is provided in the staff room for tea and coffee making facilities. Cleaners will clean the area periodically through the day.● Students go the area of study and do not walk around the site.● Visits to the site by volunteers, parents or other visitors will cease during this period, unless specifically required to do so as sanctioned by SLT.● Cleaning of the used classrooms, communal areas and toilets will take place during the day, and on Friday, a deep clean will take place.● Doors (where they are not fire doors) will be propped open to avoid infection. This will not include stairwell and corridor doors.● Supervision for students when not in classrooms.● Windows should be opened in classrooms, where practical.● Water fountains will be closed. Bottles of water will be provided in the classroom for students who have not brought their own.● Practical activities suspended.● Staff must not share their IT equipment with students or other members of staff.● Work for the reprographics department will be emailed where possible.● Keyboard wipes will be available.				
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		<ul style="list-style-type: none"> Bin lids will be removed to prevent touching bin surfaces. These will be emptied between morning and afternoon sessions. Separate toilet facilities will be provided for each class operating. Staff will only allow one student to go to the toilet at a time. 				
Poor management of infectious diseases	H	<ul style="list-style-type: none"> Staff are vigilant and report concerns about a student's symptoms to a member of the Senior Leadership Team. The school is consistent in following revised First Aid procedures in its approach to the management of suspected and confirmed cases of coronavirus. Social distancing measures are implemented as far as possible and PPE is worn when administering first aid. The Business Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. Staff are risk assessed in accordance with the guidance to ensure any medical conditions, shielding, family medical conditions have been considered. Individual staff risk assessments are prepared when necessary and shared with the staff member in question. 	Y	Headteacher/ Business Manager	31 st May 2020	M
First aid provision – students/Staff becoming ill	H	<ul style="list-style-type: none"> First aid procedures specific to COVID-19 have been prepared in line with PHE advice All staff are aware of the symptoms of COVID-19 If a student is unwell or showing symptoms, the member of staff must separate the student from others and contact the first aid trained member of staff by radio If a member of staff is unwell or showing symptoms of COVID-19, they must report to a member of the SLT, go home and seek medical advice. 	Y			M

		<ul style="list-style-type: none"> • If a member of staff or student tests positive, the rest of their 'bubble' must be requested to stay at home to self-isolate for 14 days (or guidance at the time) • The reallocated first aid room will be confined and isolated from others • Basic hygiene kits will be kept in each classroom to avoid movement of students for non-related COVID issues, i.e. plasters, sickness, tissues • PPE will be worn by staff carrying out first aid. • Training will be given to first aid trained staff on how to fit face coverings correctly • Any student with additional needs will be identified through SIMS and risk assessments put in place where necessary. • Shielding protocols as advised by PHE will be followed • School will act in accordance with staff and student medical information held on the school database. (Opportunity will be given to update any medical information held.) 				
Lack of communication	H	<ul style="list-style-type: none"> • The first aider reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure. • The Headteacher follows the procedures regarding informing the relevant authorities about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. • Schools keep staff adequately updated about any changes to processes and guidance. • Schools keep students and parents adequately updated with new procedures as necessary. 	Y	Headteacher	31 st May 2020	M

		<ul style="list-style-type: none"> Staff briefings (via Teams/email) will be conducted weekly as a minimum to review and discuss any issues or new procedures and guidance. 				
Disruption to the running of exams	H	<ul style="list-style-type: none"> All exams for summer 2020 are cancelled. Staff analyse student performance and provide SLT with students' predicted grades by 3 June. Guidance is issued on objectivity and unconscious bias through the process. All staff required to sign confidentiality document in relation to results, and processes managed so that employees' children's results are safeguarded Chronology of CAG activity kept to ensure robustness of procedure Review of processes for Results Publication Days on 13 August for A Levels and 20 August for GCSEs. 	Y	Headteacher	29 th May 2020	L
Partial school closure	H	<ul style="list-style-type: none"> The school communicates with parents in the appropriate way regarding any updates to school procedures which are affected. Students continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene. Students undertaking education at school are seated in rooms where social distancing guidelines can be met. Students are allocated to a classroom and not moving around the school. Students working from home are assigned work to complete to a timeframe set by their teacher. The Headteacher maintains a plan for students' continued education during partial school closure to ensure there is minimal disruption to students' learning – this includes their plan to monitor students' learning while not in school. 	Y	Headteacher	31 st May 2020	M

		<ul style="list-style-type: none"> • The Behavioural Policy is amended in the light of partial openings, and the Staff Code of Conduct is adhered to at all times, even while working remotely. • The Headteacher ensures all students have access to school work and the necessary reading materials at home. • The Headteacher works with the Senior Leadership Team and ICT technicians to ensure that all technology used is accessible to all students – alternative arrangements are put in place where required. • The Headteacher liaises with the relevant organisations to ensure adequate provision is in place for students to be able to work from home, e.g. learning support. • The school manages the use of parents’ and students’ contact details in line with the Data Protection Policy • DSL member of staff to be on duty at all times (could be working from home). • SLT member on duty at all times on site to respond to situations as they arise and to refer to DSL where necessary • Revised DBS guidelines are followed 				
Vacant premises	H	<ul style="list-style-type: none"> • Access to the school is restricted. • Site Team on-call in case of an emergency or if access to the school is required. • Valuable school property and equipment is identified, and reasonable measures are in place to ensure security. • The Property Manager ensures the school premises is safe to return to before school activity resumes. • Any hazards are reported to the Headteacher as soon as possible and issues are resolved prior to school returning to usual business. • The Headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. 	Y	Headteacher	31 st May 2020	L

Emergencies	H	<ul style="list-style-type: none"> ● All students' and staff's emergency contact details are up to date, including alternative emergency contact details, where required. ● Students' parents are contacted as soon as practicable in the event of an emergency. ● Students' alternative contacts are called where their primary emergency contact cannot be contacted. ● Fire risk assessment revised, and emergency evacuation procedures to be shared with all staff; staff to manage the students on site. ● SLT duty member of staff will act as the Fire Marshall to liaise with the Site team. ● Separate assembly points have been identified for face-to-face, Inclusion and key worker/priority students' provision. ● Fire doors will not be wedged open. ● Classroom doors (not fire doors) will be open to avoid contamination. 	Y	Headteacher	31 st May 2020	M
Contractors on site	H	<ul style="list-style-type: none"> ● Where essential maintenance work is carried out by a contractor on site, in addition to the normal contractor arrangements the contractor will be provided by the Property Manager additional arrangements and instruction on social distancing and hygiene. ● Instructions will be given to the contractor on where they can access avoiding student areas. ● The area will be cleaned once the contractor has left site. ● Contractors will be monitored by the Site team. 	Y	Headteacher/ Business Manager/ Property Manager	31 st May 2020	M

Transport	H	<ul style="list-style-type: none">• Staff will be discouraged from using public transport. Where this is no possible guidance will be issued to staff i.e. use contactless methods of payment, wear face coverings, carry anti-bacterial wipes/gel, maintain social distancing of 2 metres, avoid eating and touching face whilst travelling.• Working patterns have been devised to avoid peak travel times.• Staff are discouraged from car sharing.• The school minibus will not be used.• School buses have been suspended.		Headteacher	31 st May 2020	M
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