

Thomas Alleyne's High School Risk Assessment Record Form

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| 1. Section/Service/Team: | Thomas Alleyne's High School |
| 2. Assessor(s): | Julie Rudge |
| 3. Description of Task/Activity/Area/Premises etc. | Coronavirus - COVID-19 |

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Context:

The risk assessment below is in place to support the provision of the Keyworker school and in preparation for wider reopening.

Next steps:

- Review of draft risk assessment SLT 18th May
- Review of draft risk assessment Governors 20th May
- Sharing of draft risk assessment with staff for consultation 19th May
- Draft risk assessment to submitted trust 20th May
- Approved by Local Authority 1st June
- Reviewed by SLT 2nd June
- Placed on school website 16th June

Supporting documentation:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>
<https://www.gov.uk/government/publications/school-governance-update/school-governance-update-march-2020>
<https://www.nhs.uk/conditions/coronavirus-covid-19/>
<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>
<https://www.hse.gov.uk/news/coronavirus.htm>
<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

Who might be harmed

- Pupils
- Staff
- Visitors to our premises
- Cleaners
- Contractors
- Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions
- Wider community

What are the hazards?	What are you already doing? List the control measures already in place with initials of person responsible	What is the risk rating – H, M, L? See section 5
Lack of relevant and current guidance	<p>The school has the most recent information from the government, and this is distributed throughout the community utilising daily parent newsletters (JR)</p> <p>School carries out dynamic risk assessments as part of our work and take steps to limit the spread of Covid-19. All staff are encouraged to share health and safety concerns. Emergency – contact Headteacher. (All)</p> <p>Headteacher makes daily check on government updates (JR)</p> <p>Any changes to be shared with chair of governors, CEO and communicated to parents and staff via daily staff and parent newsletters (JR) In emergency parent text used.</p> <p>Pupils updated via video shared on parent news and on arrival in school through induction session (JR)</p>	Medium

<p>Precautionary transmission measures not being followed in school</p>	<p>Staff/students wash hands regularly including before and after eating and using shared equipment where this is unavoidable (Staff) Recommendation 6 times a day.</p> <p>Antiviral spray and cleaning equipment in each classroom. Oversight and monitoring of procedures in Canteen</p> <p>Checks will be carried out by PB and AS to ensure all cleaning procedures are followed and by SLT to see all teaching guidance is followed. Doors wedged open where safe. Weekly reminders via staff news (JR)</p> <p>Soft seating removed from areas of school site which are open. Excepting single use office chairs.</p> <p>SLT lead for each zone monitors procedures are followed. hand washing posters to be put up in appropriate places for staff and pupils to follow. All staff given individual copy and video tutorial.</p> <p>Photocopying and distribution of paper resources is not advised therefore the photocopier is not to be used. Students provided with their own exercise book, pen,</p> <p>If recovery packs are to be used these should be sent to reprographics@tahs.org.uk at least 7 days before needed. Staff pigeonholes not to be used.</p> <p>Staff not to use staff kitchen or make drinks for each other.</p> <p>Staff only to use their own cup (or disposable) cutlery, plates and remove this to be washed at home</p> <p>All office type workstations/desks being used to be at least 2 metres apart (PB/KM) SLT base to be reviewed. No sharing of desks in offices</p> <p>Toilet blocks only to be used by one person at a time (Cone in front of door – vacant. Cone to the side of the door occupied. Cones to be moved by using your foot) (PB/KM) Additional staff toilet – pavilion. (signage) Handwashing in place.</p> <p>Teachers and support staff where possible will use the same classroom, office, room and avoid changing classrooms, office, workstations, pens, scissors or other equipment. SLT to monitor procedures are followed with no sharing of equipment including pens.</p>	<p>Medium</p>
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Vulnerable children and adults	<p>All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher. (JR)</p> <p>HR insight guidance shared with staff to identify themselves accurately (JR)</p> <p>Staff and students in extremely vulnerable or clinically vulnerable group to work from home wherever possible. If this is not possible a robust risk assessment is in place to ensure social distancing.</p> <p>Communicate with most vulnerable pupils and a risk mitigation form is completed for all pupils with an EHCP to ensure necessary support is provided. (DG/AM)</p>	<p>Medium</p>
Attendance of staff/students with Covid 19 symptoms	<p>Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired (All staff)</p> <p>Pupils who are unwell with Covid-19 symptoms will not be allowed to attend school (JR)</p> <p>Posters on all entry points reminding students and staff on stay at home guidance.</p>	<p>Medium</p>
Staff/students/visitor develop symptoms of Covid-19 on site	<p>Staff: Staff/visitor to self-isolate, senior lead on site/ head teacher informed – journey home by car if safe</p> <p>Headteacher/Senior lead on site make appropriate communications arrangements for well-being</p> <p>Student: Student reported to Senior lead onsite/Headteacher and taken to medical room. First aider to wear PPE equipment and support from separate room. Student to use toilet in first aid room. Parents contacted.</p> <p>All staff trained in donning and doffing PPE.</p> <p>If more than one student – utilise disabled toilet in reception and cover office (emergency medical room)</p>	<p>Medium</p>

Confirmed staff or pupil Covid-19 case	<p>Classrooms, offices and shared room are closed off for enhanced cleaning. Appropriate signage in place 'Closed for cleaning') Re- rooming in place. Where possible cleaning delayed for 72 hours.</p> <p>Enhanced Cleaning and Disinfecting Coronavirus guidance followed.</p> <p>Corridors/areas passed through cleaned thoroughly as normal. Where possible one way system in place.</p>	Medium
Precautionary measure communication expectation	<p>Parents informed of hygiene expectations and for the need to communicate this message in the home environment. (JR once a week parent update)</p> <p>Parents should check their children's temperature before sending to school.</p> <p>Coronavirus posters and 2m distance signs are posted in reception, toilets, classroom doors, corridors and canteen.</p> <p>Induction for staff and students provided.</p>	Medium
Insufficient first aiders on site or trained	<p>School holds a list of back up first aiders.</p>	Medium

Arrangements are in place to check the welfare of vulnerable children who are not attending school and the pupils with a safeguarding concern.	<p>Mentoring data base in place monitored daily</p> <p>EWO following up hard to reach students</p> <p>At least weekly contact with social workers for identified students</p>	<p>Medium</p>
Effective cleaning not in place or no longer available	<p>Guidance from Chartwells, Staffordshire County Council and Derbyshire County Council adhered to be cleaning team</p> <p>Site reduced to enable cleaning. Keyboards included in cleaning duties. Monitoring of cleaning daily.</p> <p>Soft furnishing/resources removed from any rooms with shared usage of chairs.</p> <p>Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, backs of chairs, desks, reception area.</p> <p>Site staff absence – cover secured currently. Further absence - source additional cleaners.</p> <p>In event of insufficient cleaning – reduction of numbers and site prior to closure. LA to be informed. Parents notified.</p>	<p>Medium</p>
Transmission due to use of indoor space and poor ventilation	<p>Windows and doors to be propped open where possible This is to be done by site staff at the start of each day.</p>	<p>Medium</p>

Transmission via clothing	Dress code will be non-uniform for pupils Pupils and Staff to wear freshly laundered clothes daily.	Medium
The start and end of the day increases risks with higher number of children entering and exiting school	Students allocated individual classroom. JCB, Science, Pavilion accessed via top gate. A block and C block via side gate. One-way system in place for A Block/C Block/Pavilion. Floor markings are clear. Where a 2-way system is required to assist movement around site this is in areas of good natural ventilation.	Medium
Closed areas require deep clean	Cleaning to be extended to named rooms – cleaning rota to be revised	Medium
Water hygiene - legionnaires	Flush of system completed. Local Authority check list for reopening shows all actions undertaken.	Medium

Staff unprepared for reopening	Staff training agenda accompanied by revised staff ppt to include: <ul style="list-style-type: none">• Revised fire/emergency procedures• Risk assessment• Infection control procedures• Revised behaviour policy• Movement around site and health and safety guidance• Supporting student and staff anxiety• Timetable• Safeguarding	Medium
New staff not inducted to procedures	Induction training plan in place	

Lack of hygiene provision	<p>Hand washing facilities available and fully stocked with anti-bacterial soap and hand towels (AS)</p> <p>Stringent hand washing taking place - see hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Drying of hands with either disposable hand towels or hand drier. Cloth hand towel not to be used.</p> <p>Personal alcohol hand sanitizer available to all employees</p> <p>Tissues will be made available throughout the workplace</p> <p>Hand sanitiser stations outside each classroom and on every entrance.</p>	Medium
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Spread of Covid-19 Coronavirus	<p>Students and staff to bring own water. Water fountains to be removed from use.</p> <p>Students to bring own food and drink.</p> <p>Students have a pastoral space they can access if required during sessions.</p> <p>SEN department have a space to support 1:1</p>	Medium
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Social distancing failure	<p>Rooms measured and numbers for 2m distancing in place.</p> <p>Breaktime, lunchtimes and movement of pupils around school staggered to reduce gathering</p> <p>One-way system designed ready for implementation</p> <p>Social Distancing is achieved through reducing the number of students on site. Adjust timetable and rooming</p> <p>Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).</p> <p>Staff model social distancing consistently,</p> <p>Regular clear messaging to pupils of the importance of social distancing takes place throughout the day</p> <p>Keyworker timetable adapted to reduce movement and reduce contact. Breaktime, lunchtimes and movement of pupils around school for the Key Worker students staggered to reduce gathering.</p> <p>Students advised to observe social distancing and not gather in larger groups</p> <p>Canteen closed</p> <p>Children only to go to toilet one at a time.</p> <p>Wherever possible staff meetings to take place virtually.</p> <p>Assemblies and form period cancelled.</p>	Medium
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<p>Social distancing failure – student non-compliance with staff</p>	<p>Staff implement the recommended measures as far as they are able, whilst, ensuring children are kept safe and cared for.</p> <p>Behaviour policy revised and includes social distancing compliance.</p> <p>All students on site receive a 5-minute induction to expectations at the start of the lesson</p> <p>Toilets one person in a block at a time. Cones used to communicate occupation. Cone in front of door – vacant. Cones to be moved by foot.</p>	<p>Medium</p>
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Staff well-being and workload	<p>Staffing in school is kept to a minimal safe level.</p> <p>All student facing staff receive daily briefing</p> <p>Regular, at least weekly, liaison with site staff</p> <p>Regular, at least weekly, liaison with ICT staff</p> <p>Rota is informed by staff questionnaire on self-isolation, in the extremely or clinically vulnerable groups are asked to work from home</p> <p>Regular team meetings held to reduce isolation – at least 1 weekly staff briefing, weekly admin/finance team meeting, ICT team meeting, site meeting, department check ins, HOH meetings and safeguarding board. All SLT to provide support to HODS and HOHs through LM.</p> <p>Governors to periodically attend staff meetings to review well-being and to monitor safeguarding procedures</p> <p>Training opportunities developed to support student return to school</p> <p>Supervision in place for safeguarding team</p> <p>LM promote mental health and wellbeing awareness through daily news to parents and staff. Open door policy - staff and students with mental health concerns. Staff training to support students with mental health concerns.</p> <p>Feedback encouraged daily to improve provision and safety.</p> <p>Community to follow track and trace protocols.</p>	Medium
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Travelling to and from work	<p>Staff wash hands/use sanitiser on arrival especially if using keypad.</p> <p>Staff advised to stand 2 metres away from other people where possible on the way into work if walking or using public transport and to wash hands as soon as they arrive in school.</p> <p>If staff have to break their journey on the way to work and cannot wash their hands and do not have hand sanitiser, they are advised to avoid touching their face; avoid eating and drinking; and wash their hands as soon as they can.</p> <p>Staff will wash hands after refuelling.</p> <p>Students to avoid public transport where possible.</p>	Medium
Fire	<p>Fire Risk Assessment reviewed</p> <p>Fire Marshall on site each day</p> <p>Timetable allows all staff to know who is on site at all times.</p> <p>Evacuation plan revised. Students informed via induction.</p>	Medium

Governance are not fully involved in making key decisions	<p>Governors invited to attend staff briefings and safeguarding board.</p> <p>Governor's meeting proceeds virtually as per calendar.</p> <p>Emergency governor's meetings put in place for key decisions. Steering committee utilised where rapid action needed.</p>	Medium
Policy review	<p>Behaviour policy reviewed to reflect changed context</p> <p>Online learning policy amended</p> <p>Safeguarding policy amended</p> <p>Fire risk assessment amended</p> <p>Bereavement policy developed</p>	Medium

Communication – key stakeholders are not informed of changes to policies and procedures	<p>Daily newsletter to parents and pupils up to the 15th June and then weekly or as required</p> <p>Daily newsletter to staff until 15th June then at least twice a week</p> <p>Governance meetings proceed as per calendar and newsletters shared</p>	
Staff and students not following agreed policies or procedures.	<p>Timetable scheduled to ensure a senior member of staff is on duty on each zone. Primary focus is monitoring procedures. Culture of peer monitoring and sharing concerns in place. Reporting system up and running for noncompliance.</p>	Medium

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
✓			✓	✓	✓	✓

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment

Signature of Assessor(s):

Print Name: Julie Rudge

Position: Headteacher

Date Assessed: 17.05.2020

Review Date: Continual – based on daily DfE/Government updates

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

Version control			
Version Number	Date issued	Author	Update information
V1.1	17.05.2020	J Rudge	First published version
V1.2	01.06.2020	J Rudge	Second published version
V1.3	03.06.2020	J Rudge	Third published version, amendments made by AS following SLT meeting on the 02.06.2020.
V1.5	16 06 2020	J Rudge	Website copy