



Health and Safety Risk Assessment COVID 19

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Staying COVID Secure – Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our students, our employees and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our students and employees.
- ✓ We will share this Risk Assessment and its findings with students and employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

Routes of entry	Generic sources of infection
<ul style="list-style-type: none">• Inhalation of droplets / aerosols (coughs, sneezes etc.)• Introduction through contaminated hands / fingers via mucous membranes (eyes, nose, mouth)• Access for virus via broken skin / open wounds / cuts• Splashes of body fluids containing virus into mucous membranes (eyes, nose, mouth)	<ul style="list-style-type: none">• Direct transmission Other people with virus in close proximity – person to person (hand to hand, hand to mouth, hand to body), airborne (coughing, sneezing)• Indirect transmission Contaminated surfaces / equipment – hands and hand contact surfaces, food and food contact surfaces, clothing and table linen, waste.

Keeping students and employees safe

Planning - general controls

Prepare the building	<ul style="list-style-type: none">• Modify schoolroom to maintain social distancing.• Consider one-way system if possible for circulation around the building.• In areas where queues may form, put down floor markings to indicate distancing.• COVID-19 posters/ signage displayed.• Can separate doors be used for in and out of the building (to avoid crossing paths).• Identify doors that can be propped open (to limit use of door handles and aid ventilation).• Organise classroom for maintaining space between seats and tables.• Make arrangements with cleaners for additional cleaning and agree additional hours to allow for this.
Prepare the students and employees	<ul style="list-style-type: none">• Involve employees in plans to re-open the school and listen to any suggestions on preventative measures that can be taken.• Vulnerable students ('clinically vulnerable' to coronavirus) identified and where necessary individual risk assessments for students at special risk (take account of medical advice).• Consider personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity.• Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.• Information shared about testing available for those with symptoms.• Planning extra break times (including lunch).• Staggered arrival and departure.• Employees fully briefed about the plans and protective measures identified in the risk assessment.• Regular (daily) staff briefings.

Implementation

Controlling access	<ul style="list-style-type: none">• Entry points to school controlled (including deliveries).• Building access rules clearly communicated through signage on entrances.• Staggered arrival / entry to the schoolroom.• Hand sanitiser provided at entrance.• Floorplan with numbered seating communicated with students in advance of their course (mainly applicable to day courses).
Social distancing	<ul style="list-style-type: none">• Safe distancing or 2 metres is a preventative measure that will be adopted so far as is reasonably practicable but it is acknowledged that this is not always possible in schools. However, all the measures in this assessment are aimed at reducing transmission risk.• Limited class sizes.• Class groups do not mix with other groups.• Regular outdoor breaks, also during lunch with students eating outside (weather permitting) or alternatively at their allocated desk space .• Limiting the number of students who use the toilet facilities at one time.• Seating plans to ensure students sit at the same table and nobody is facing another person.• Tables should be spaced as far apart as possible.• Indication of 1 meter plus marked on tables.• Rooms accessed directly from outside where possible.
Infection control measures	<ul style="list-style-type: none">• Sufficient handwashing facilities are available.• Where there is no sink, hand sanitiser provided in classroom.• Bins for tissues provided and are emptied throughout the day.• Spaces well ventilated using natural ventilation (opening skylight windows and French doors).• Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.• Sanitising spray and paper towels to be provided in classroom for use by members of staff.• Thorough cleaning of rooms at the end of the day.• Shared materials and surfaces cleaned and disinfected frequently (e.g. tables, chairs, doors, sinks, toilets, light switches, etc. – full list available in cleaning guidelines document).• Equipment used in practical lessons cleaned thoroughly between groups.

	<ul style="list-style-type: none"> • Avoid sharing books and other materials. • Kitchen facilities to be used by members of staff only – following specified hygiene measures. • Every student to bring their own lunch. • No books or work handed in on paper. Use electronic submission or if paper put in quarantine (e.g. for 3 days). • Procedures should someone become unwell whilst attending school. <p>NOTE: Wearing a face covering or face mask in schools or other education settings is not recommended by PHE.</p> <p>The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed if a student becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</p> <p>Employees providing first aid to students will not be expected to maintain 2m distance. The following measures will be adopted:</p> <ul style="list-style-type: none"> • washing hands or using hand sanitiser, before and after treating injured person; • wear gloves or cover hands when dealing with open wounds; • if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; • dispose of all waste safely. <p>Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</p>
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Review

<p>Communicate and review arrangements</p>	<ul style="list-style-type: none"> • Consultation with employees on risk assessments. • Risk assessment published on school website and distributed via email. • Nominated employees tasked to monitoring protection measures. • Employees encourage to report any non compliance. • The effectiveness of prevention measures will be monitored by school leaders. <p>This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.</p>
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