



## RISK ASSESSMENT FORM

<p>1. (i) <b>NAME OF SCHOOL/COLLEGE/ NURSERY</b> SWAKELEYS SCHOOL FOR GIRLS</p> <p>(ii) <b>DATE OF ASSESSMENT:</b> <b>8<sup>TH</sup> SEPTEMBER 2020 - TO BE REVIEWED EVERY TWO WEEKS</b></p>
<p>2. (i) <b>STATE THE NAME/TYPE OF ACTIVITY/TASK BEING ASSESSED:</b> SCHOOL OPENING (FULLY) TO STUDENTS AND STAFF DURING COVID-19 PANDEMIC</p> <p>(ii) <b>WHO IS AT RISK</b> <b>All staff, any visitors/ contractors, students</b></p>
<p>3. (i) <b><u>List here all the hazards and existing control measures starting from Letter A</u></b></p> <p><b>A Risk of increased transmission of virus due to journeys to and from school</b></p> <ul style="list-style-type: none"><li>• Staff and students to travel on foot, bicycle, motorcycle or own car where possible</li><li>• Car sharing allowed as specified in latest government guidance</li><li>• Any use of public transport must be adhering to latest government guidance including wearing of face masks and travel on designated buses</li></ul> <p><b>B Risk of transmission through staff and students and others entering school building from outside</b></p> <ul style="list-style-type: none"><li>• Testing to be directed for anyone with symptoms and prior to anyone returning that has had symptoms. The school has a small number of testing kits.</li><li>• Handwashing and/or sanitising (with correct alcohol gel) to be observed by all upon entry to building BEFORE entering other areas and also on entry to each classroom</li><li>• Pupils and staff can wear face coverings if they choose to do so and if they remove them safely</li><li>• Staggered starts and finishes to the school day reduce the risk of year group bubbles mixing</li><li>• No parents to enter school building except for readmission meetings</li></ul>

following exclusion

- No visitors to enter school OTHER THAN essential contractors to deal with essential urgent works and/or medical/safeguarding emergencies
- Any staff who are unable to come into the workplace (eg if in quarantine), should work from home (eg admin staff, teachers on their PPA time etc)
- Individual risk assessments should be carried out for all pupils whose behaviour (eg physical aggression) may in itself cause a hazard. In these cases the risk assessment would inform whether/ when the child returns to school. Also, for students who have families who are vulnerable or have medical conditions and those who need personal care, manual handling, medication administered, or close physical monitoring for their physical wellbeing ie students who mouth/eat inappropriate items. This will be on request.
- Anyone in the building who develops symptoms during the day will be sent home and told that they must book a Covid-19 test. Anyone who, through aggressive behaviour, breaks social distancing during the day will be dealt with according to our Covid-19 behaviour policy.

### **C Risk of transmission through activities on site**

- Only students that are able to socially distance can be admitted. Students will be instructed re protocols for social distancing and maintaining year group 'bubbles'
- Every class to be set up according to government guidelines, with the addition of a handwashing/sanitising station. This will involve desks spaced apart and facing the front with staff maintaining 2m social distancing
- Communal gatherings which cannot be in year group bubbles and be socially distanced to be suspended until after pandemic (ie whole school assemblies, sports events, concerts, etc)
- Everyone in the building to be directed to socially distance as much as possible at all times; areas where this is not possible should be closed off or used by limited staff (eg small shared offices)
- Hand washing/sanitising facilities must be provided in every area/room and time to observe regular washing/sanitising built into structure of the day
- One way movement at changeover to be introduced to reduce risk of meeting others moving in the opposite direction
- Every room to be well stocked with tissues, and this to be ongoing
- No shared use of cups, crockery, fabric resources, musical instruments that are blown, etc.
- All students to bring, packed lunches except those entitled to free school meals. Kitchen staff follow stringent safety measures which are monitored regularly
- There should be dedicated resources for each student and staff member ie only use own pen, own computer, own paintbrush, etc (In settings where this is not possible resources can only be used if they can be disinfected thoroughly between every user).
- Regular time outdoors to be built into structure of school day for staff and students. When indoors sufficient ventilation in all rooms. If not possible, rooms to be put out of use
- Students go to designated areas at start/end of day and at break and lunchtime to ensure they stay in year group 'bubbles'. Only FSM students use the canteen and they sit on year group designated tables
- Cleaners must be employed and a thorough clean of all areas to be carried out at least daily. Premises staff must disinfect all classroom tables at

lunchtime.

- There must be in place an efficient reporting system so that staff can report any issues or additional requests with regards to cleaning on a day to day basis and in an emergency. Designated email address – premises/Covid-19

#### **D Danger to vulnerable staff and students**

- Staff in the higher risk shielding group and those who have underlying health conditions, or where a member of their household has underlying health conditions (as listed on the NHS website), should discuss their individual working arrangements with the HT who will complete an individual risk assessment. Staff showing symptoms of the virus to be given sufficient time off to recover following illness in addition to the guidelines on self-isolation
- ALL NHS AND GOV.UK guidance to be followed at all times regarding isolation, distancing and hygiene
- Parents of children who are shielding should follow govt guidance which at the time of writing is to return to school unless advised against this by medical practitioners.
- School staff should be aware that BAME students and staff may be at higher risk of Covid-19. Planning will take this into account.
- YLCs should be consulted about individual students that are returning to school to assess whether they are a risk to breaking social distancing due to their behaviour (over affection/physical etc)

#### **E Need for PPE and training in use of PPE**

- Any use of PPE should only be done after following the government guidance

#### **F Mental health and safeguarding issues**

- School leaders to liaise with both local authority and school safeguarding and social services contacts prior to reopening to facilitate referrals of any families/ students struggling to readjust. It is to be ensured that school staff are free to facilitate work with students and not to be expected to take on the role of social worker or counsellor which they are not trained to do
- Students who may find disruption to routines, social distancing and seeing staff wearing PPE traumatic so much so that it would be detrimental to their mental health and consequent behaviour that it would become a safeguarding issue should discuss this with the Deputy Headteacher (Behaviour and Safety)

### **3. (ii) RISK ASSESSMENT TABLE & RISK CALCULATOR**

**LIKELIHOOD (L):** 1 = *Improbable*, 2 = *Remote*, 3 = *Possible*, 4 = *Probable*, 5 = *Very likely to occur*

**SERIOUSNESS (S):** 1 = *Accident or incident where no injury has occurred*, 2 = *Minor Injury – first aid only*, 3 = *Three Day Injury*, 4 = *Major Injury outcome*, 5 = *Fatal or multi-fatal outcome*

Risk(R) = (L) x (*multiplied by*) (S). **The highest possible score is 25, i.e. 5 for (L) & 5 for (S).**

**NUMERICAL VALUES RATING:** 16 - 25 = High Risk                      Immediate Action needed  
9 - 15 = Medium Risk    Action needed soon  
< - 9 = Low Risk    No further action needed


<b>HAZARD</b>	<b>(1) Risk Rating</b>			<b>(2) Reviewed Risk Rating</b>		
	<b>L</b> x	<b>S</b>	<b>= R</b>	<b>L</b> x	<b>S</b>	<b>= R</b>
<b>A</b>	<b>4</b>	<b>5</b>	<b>20</b>	<b>3</b>	<b>5</b>	<b>15</b>

<b>B</b>	<b>5</b>	<b>5</b>	<b>25</b>	<b>2</b>	<b>5</b>	<b>10</b>
<b>C</b>	<b>5</b>	<b>5</b>	<b>25</b>	<b>2</b>	<b>5</b>	<b>10</b>
<b>D</b>	<b>5</b>	<b>5</b>	<b>25</b>	<b>2</b>	<b>5</b>	<b>10</b>
<b>E</b>	<b>4</b>	<b>5</b>	<b>20</b>	<b>2</b>	<b>5</b>	<b>10</b>
<b>F</b>	<b>3</b>	<b>5</b>	<b>15</b>	<b>2</b>	<b>4</b>	<b>10</b>

**NOTE:**

The left hand column shows the risk without the control measures in place. The right hand column shows the risk with the control measures in place. **25 IS THE HIGHEST LEVEL OF RISK POSSIBLE. Any number above 20 is high risk and means the activity should not go ahead until the risk can be reduced further. Anything above 12 would not normally go ahead in a school.**

**ADDITIONAL MEASURES:**

<b>4.</b>	<ul style="list-style-type: none"> <li>• Risk assessments of individual areas/ activities to be carried out in addition to this generic one</li> <li>• <b>TRADE UNION SAFETY REPS AND REPS TO BE INVOLVED IN/ CONSULTED ON RISK ASSESSMENT PROCESS</b></li> </ul>	<b>PRIOR TO ANY OPENING</b>
<b>5</b>	<p><b>(i) NAME OF THE ASSESSOR ) Please Print: Sue Pryor</b></p> <p><b>(ii) SIGNATURE OF THE ASSESSOR:-</b> </p> <p><b>(iii) DATE OF NEXT ASSESSMENT REVISION 21/9/2020 (at this revision, complete Column (2) of Risk Assessment Record Table):</b></p> <p><b>(iv) SIGNATURE OF PERSON WITH OVERALL RESPONSIBILITY FOR HEALTH AND SAFETY IN THIS UNIT/PREMISES/WORKPLACE:-</b></p> <p>.....Sue Pryor</p> <p><b>(v) POSITION OF RESPONSIBLE PERSON:- Headteacher</b></p>	