



Health and Safety Risk Assessment – Re-opening School – COVID-19

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| Site | Gordon's School | | Location | Whole School | |
| Subject of Assessment | Opening school to keyworker's children and Years 10 and 12 | | | | |
| Assessed by | Rob Pavis, Julie Unsworth & Tony Bryan | Date | 3 rd June 2020 | Review date | <u>Daily</u> |
| Details of workplace/activity | Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), first aid and external visitors to the school. | | | Persons Affected (Who may be harmed) | |
| | | | | Students, Employees, Contractors and Visitors. | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions √/X (If √ See Actions) |
|--------------------------|---|--|---|---|
| 1. | Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information. | <ul style="list-style-type: none"> The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school; | Medium | X |



| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions ✓/X (If ✓ See Actions) |
|-------------------|---|---|--|
| | <ul style="list-style-type: none"> • Parents will be issued with specific COVID-19 school behaviour protocols for school attendance for them to explain to their children and sign up to; • Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures and the plans for re-entry of students; • Employees have had sufficient training and briefing regarding infection control and school procedures; • Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisations, details are available to staff including confidential employee help lines and information that can be provided to students; • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanisms are in place and easily accessible; • Talks with staff about the planned changes (E.g. safety measures, timetable, and managed arrival and departure times), have taken place, including | | |



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| | | discussing whether additional training would be helpful. | | |
| 2. | <p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Drop off / entry to the school. | <ul style="list-style-type: none"> Drop-off points and timings for each group have been identified, this information has been cascaded to parents; Students who are dropped off can do this in the usual way but drivers MUST NOT leave the vehicle; All student drop off will be on the main school site to improve management of student behaviour; A member of House staff will be allocated 'pod leader' to assist with student arrival; Year 10 and 12 students will go directly to the building containing their first period and wait outside observing social distancing; Staff will be on hand to manage student arrival and where possible will immediately get students seated; Keyworker students will go to the Rec/library; Students are required to complete hand washing/sanitising on entry to the classroom; Entrance doors are held open, reducing the number of occupants touching the doors; Sanitising stations are located at the entrance to each building and in each classroom. All occupants are required to wash their hands (soap/water or hand sanitiser) on entry/exit to the classroom; Good hand washing signage to instruct students how to do this effectively is displayed. | Medium | X |



| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions √/X (If √ See Actions) |
|-------------------|---|--|--|--|
| 3. | <p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Pickup / leaving the school. | <ul style="list-style-type: none"> Collection points and timings for each pod have been identified, this information has been cascaded to parents; A member of House staff will be allocated 'pod leader' to assist with student departure; Students who are picked up can do this in the usual way but drivers MUST NOT leave the vehicle; Students must leave via the designated, signed (specifically for this time) exit from the classroom/building; Exit doors are held open, reducing the number of occupants touching the doors; Students are reminded to wash/sanitise hands as they leave the school building; Sanitiser stations are located at the exits from each building; Good hand washing signage to instruct students how to do this effectively; Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas; Finish times will be managed for each pod in order to prevent larger numbers of students leaving at the same time. | Medium | X |
| 4. | <p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Classroom use / activities. | <p>There will be no assembly of more than 15 students.</p> <ul style="list-style-type: none"> Classroom sizes are restricted to 15 maximum students, 1 teacher and LSA if required (specific needs of class); Classrooms have been organised to achieve 2m distances between student desks/chairs at all times; | Medium | X |



| Hazards and Risks | Existing Control Measures | Risk Level <i>(Very High, High, Medium, Low)</i> | Further Actions ✓/X <i>(If ✓ See Actions)</i> |
|--------------------------|----------------------------------|--|--|
| | | <ul style="list-style-type: none">• Students will be grouped into a 'pod'. Where possible, they will stay together in the same room for the whole morning they are in school;• Where pod mixing is essential due to student subject options, this will be minimised and any student movement will be managed by the pod leader;• Students are managed while entering the room and are asked to sit at desks/work areas before the next student moves within the same area;• Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces;• Students have allocated resources such as pens that are assigned to them;• Resources for the day are provided in a tray or similar and are cleaned at the end of the day;• Students and staff use hand sanitiser on entry to the classroom;• The number of teachers (and other staff) that mix with a pod is restricted to as few as possible;• The timetable has been prepared in order to supplement remote education with some face to face support for students. This includes deciding which lessons or activities can be delivered to reduce movement around the school;• Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units. | |



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|-------------------|---|--|--|--|
| 5. | Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> • Dining; • Moving around the school; • Break-time. | <ul style="list-style-type: none"> • There will be no catering supplied by the school; • Year 10 and 12 students will only be in school during the morning; • Year 10 and 12 students will be encouraged to bring their own water bottles and snacks if required; • Keyworker students supply their own lunch and will use the Rec or tables outside the Rec; • Students are advised to wash/sanitise hands before and after eating lunch. <p>Moving around the school:</p> <ul style="list-style-type: none"> • Movement to different areas within the school is reduced as much as possible; • Pod leaders will assist if movement is required; • Each student pod will be allocated a classroom and toilet to minimise movement; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; • Additional furniture, coats, bags are not permitted in the school corridor; • Corridors are sterile environments and kept as clear as possible; • Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; • Corridor floors are demarcated to show direction and safe distance signage; • Times are allocated for each class to reduce the need to pass one another in open spaces. | Medium | X |



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|-------------------|--|---|--|--|
| | | Break-times: <ul style="list-style-type: none"> • There will be no formal breaks for Year 10 or 12 students; • If a break is required, the pod leader will manage the students for the duration of the break. Students will be required to remain 2m apart; • Keyworker students will take their breaks in or outside the Rec observing 2m social distancing. | | |
| 6. | Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene. | <ul style="list-style-type: none"> • All those entering the school are required to wash/sanitise their hands; • Sanitisers are located in each classroom and on entry to each building; • Hand washing sinks are located within each toilet provision; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Students and staff have been shown how to wash hands properly; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➤ Entry and exit from the school; ➤ After using the toilet; ➤ Before and after eating; ➤ On entry and exit from each classroom. • Unnecessary touching of the face is discouraged. • Pod leaders will remind students to use tissues and bin them once used. Tissues will be available in all classrooms. If tissues are not readily available | Medium | X |



| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions √/X (If √ See Actions) |
|-------------------|---|--|--|--|
| | | <p>exactly when needed occupants are reminded to cough or sneeze into their arm;</p> <ul style="list-style-type: none"> Toilets and wash stations have single use paper towel for drying hands. | | |
| 7. | Spread/contraction of COVID-19 due to lack of adequate cleaning measures. | <ul style="list-style-type: none"> The school has implemented additional cleaning regimes in accordance with government guidelines; Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; All areas used by staff and students will be cleaned at the end of each day; Toilets will be cleaned at the end of each day; Any equipment used by the students and staff will suitably cleaned at the end of each day or before it is used by another person; If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning in non-healthcare settings. | Medium | X |
| 8. | Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees. | <ul style="list-style-type: none"> Employees are required to conform with social distancing requirements at all times; School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; The staffroom will be shut except for the toilets; | Medium | X |



| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions √/X (If √ See Actions) |
|-------------------|---|--|--|--|
| | | <ul style="list-style-type: none"> • Students will practice social distancing from staff and as described in additional points of this assessment; • Employees will be provided with and wear PPE if/when required in accordance with government guidance. | | |
| 9. | <p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> • Parents; • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel | <ul style="list-style-type: none"> • Parents are permitted to enter the main school site for drop off/pickup but must not enter school buildings; • Parents have been informed to call the school office or email if they have any questions or concerns; • If parents need to drop off items for students, they should be left at the school main entrance for staff to collect; • For those who have to enter the school reception, office 'service window' will remain closed to reduce the risk to school staff; • Visitors will only be permitted into the school if they have an appointment; • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; • The school contact is required to attend reception in good time to meet their visitor; • Meetings with visitors will be via video conference or phone where possible; • If not possible social distancing measures will be adhered to at all times; • Face to face meetings in small room or within 2m are not permitted; | Medium | X |



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|-------------------|--|--|--|--|
| | | <ul style="list-style-type: none"> • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; • Deliveries will be accepted at designated quiet times only; • Delivered items will be left outside of the school building for staff to collect. | | |
| 10. | Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets. | <ul style="list-style-type: none"> • Students will be released to the toilet by pod teacher; • Students in a pod will be allocated a specific toilet to use; • Toilet in use signs are in use for each toilet area; • Staffroom toilets will be available for teachers; • All toilets will be cleaned at the end of each day. | Medium | X |
| 11. | Lack of staffing / insufficient staff ratios | <ul style="list-style-type: none"> • Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; • Children are suitably supervised at all times either by pod teachers or the pod leader. | Medium | X |
| 12. | Lack of suitable premises management including; <ul style="list-style-type: none"> • Security • CCTV • Access control | <ul style="list-style-type: none"> • The school adheres to the government guidance on managing buildings that are partially open; • The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time; • Premises staff levels are maintained and suitable for the use of the building; • Appropriate cleaning and premises staffing levels are in place; | Medium | X |



| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions √/X (If √ See Actions) |
|-------------------|--|--|--|--|
| | | <ul style="list-style-type: none"> Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; Contingency in place for sudden premises staff absence. | | |
| 13. | Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire. | <ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitiser is in place; All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; Material safety data sheets are held for all chemicals and readily available to all staff; All cleaning chemicals are stored safely and securely in accordance with requirements; COSHH safety training has been completed by all those using chemicals for cleaning; Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. | Low | X |
| 14. | Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place. | <ul style="list-style-type: none"> Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➤ All normal fire evacuation routes for each building remain the same; ➤ Safe exit via the nearest final exit; ➤ Class teacher to escort the class, observing social distancing guidelines, to the Front Field where students will line up at 2m distancing in front of a House sign; | Low | X |



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|-------------------|---|--|--|---|
| | | <ul style="list-style-type: none"> ➤ Safe assembly of staff/students following social distancing requirements for roll call; ➤ Ensuring there are enough trained fire wardens on site with the ability to sweep affected areas of the school. <ul style="list-style-type: none"> • All other fire system testing and maintenance has continued as normal. | | |
| 15. | Safeguarding policy and procedures not updated and / or staff and students not feeling safe including; DSL and ADSL not easily contacted and their contact information not known | <ul style="list-style-type: none"> • Policy and procedures have been updated to reflect COVID-19 • Updated policy has been communicated to staff and students • DSL and ADSL are easily contactable. | Low | X |
| 16. | <p>Care of Residential Boarders</p> <p>Students in residential boarding are at risk of coming into contact with Covid-19, living in an enlarged household.</p> <p>Students in each physical House will be regarded as a Household for the purposes of Covid-19 controls and all government guidance and updates for households will be followed.</p> | <p>Identified safe occupation levels for each House: 32 students</p> <p>Boarding capacity to school requirements matched to allow students access to support</p> <p>Staff student ratio to be a minimum of 2:32 at all times with additional SLT support</p> <p>Students not in support sessions are to be supervised in a separate pod</p> <p>Flow of students within the house regulated to minimise risk of contact</p> <p>Bathrooms allocated 1:16</p> | Medium | Daily review of procedures and practices by SLT |



| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions √/X (If √ See Actions) |
|-------------------|--|---|--|
| | <p>Expectations of conduct and behaviour clearly posted on walls and doors</p> <p>Parents and students fully informed of expectations, rules and regulations, and what is in place to keep them safe. Students given instruction on personal safety.</p> <p>Boarders not returning continue to be supported through the Home School Programme</p> <p>Students may socialise and freely use recreation areas of the school that have not been contaminated by anyone from outside the household, or which have been cleaned since outside use occurred.</p> <p>Residential Boarders to have priority on counselling slots available to support their mental health as vulnerable away from home.</p> <p>House will be deep-cleaned before arrival of students and after final departure.</p> <p>Parents visiting or dropping off may not enter the House at any time and must socially distance at all times.</p> <p>Students will not be permitted to leave site at any time unless supervised directly by a member of staff.</p> <p>Behaviour policy has been amended to consider deliberate breaches of controls around Covid-19 management.</p> <p>Boarders will be kept informed of the nature of the worldwide emergency as appropriate, and the School will be sensitive to any incidents within their home countries.</p> | | |



| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions √/X (If √ See Actions) |
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| <p>17. Medical Care of Students</p> <p>Staff and students are at risk of infection in the safe delivery of medical support and when medical intervention is necessary</p> | <p>Follow PHE guidance regarding the at risk students/families /staff returning to the school environment.</p> <p>Protocols are in place for staff administering care to students with Covid Symptoms and staff administering First Aid to students with non-covid symptoms; ie; twisted ankle.</p> <p>The School will arrange tests for Residential Boarders if they show symptoms of Covid-19 and will be isolated in the Medical Centre until results are known. Parents may collect up to 48 hours.</p> <p>Split Medical Centre into clean and dirty areas. Separate entrance, sleeping, washing and toilet facilities. Only 2 students at a time can be isolated safely, with 1 member of staff present.</p> <p>Students sharing dorm and wash area will be quarantined if any member of that group shows symptoms until results are known. If positive, the students must remain in quarantine. Parents may collect up to 48 hours after a positive test.</p> <p>School GP informed of return.</p> <p>Day Boarders;</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they must be</p> | <p>Low</p> | <p>X</p> |



| Hazards and Risks | Existing Control Measures | Risk Level <i>(Very High, High, Medium, Low)</i> | Further Actions ✓/X <i>(If ✓ See Actions)</i> |
|--------------------------|---|--|--|
| | <p>sent home and advised to follow the staying at home guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, to the Medical Centre where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> | | |



| ACTION PLAN (Additional Control Measures Required/Recommended Actions) | |
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| Hazards and Risks | Recommended Actions |
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Please note:

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

In order to calculate the risk level please use the Judicium Education 'Guide to risk assessment'. This document is available on our template site and includes a risk matrix. If required, you have unlimited access to the Judicium e-learning library including 'Risk Assessment Training for Schools – General'.

*Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If however additional controls or actions are assessed to be required please place a **√** in the box and note the action in the action plan.*

Any further actions identified should be completed before the assessed task is carried out.