

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

## Bishop Justus CE Secondary School

Assessment conducted by: J Poloczanska	Job title: SBM	Covered by this assessment: <b><u>pupils, staff and other relevant individuals.</u></b>
Date of assessment: 17 <sup>th</sup> July 2020	Review interval: <b><u>In line with Government and HSE Updates</u></b>	Date of next review: Autumn term

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements and should only close if they do not have enough participating pupils or staff to warrant the school remaining open.

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 “pupils” refers to those attending school – all other pupils should learn from home.

Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Further Actions	Deadline	Risk rating following action H/M/L
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<b>Awareness of policies and procedures</b>						
<u>M</u>	All staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Flu Pandemic Policy</li> <li>First Aid Policy</li> <li>Employees Staff return guide September 2020</li> <li>Staff Covid Checklist</li> </ul>	<u>Y</u>		<u>Teacher shared drive</u>		<u>L</u>
<u>H</u>	The relevant staff receive any necessary training that helps minimise the spread of infection.	<u>Y</u>		Inset day day to day operations		<u>M</u>
<u>M</u>	Staff have regard to all relevant guidance and legislation including, the following: <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>The Health Protection (Notification) Regulations 2010</li> <li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul>	<u>Y</u>				<u>M</u>
<u>H</u>	The relevant staff receive any necessary information that helps minimise the spread of infection. The school keeps up-to-date with advice issued by, the following: <ul style="list-style-type: none"> <li>DfE</li> <li>NHS</li> <li>Department for Health and Social Care</li> <li>PHE</li> </ul>	<u>Y</u>				<u>M</u>
<u>H</u>	Parents are made aware of the school's Flu Pandemic procedures in relation to coronavirus via <u>letter</u> and <u>Website</u> – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus	<u>Y</u>		<u>Family Guide for Parents</u>		<u>M</u>
<u>H</u>	Pupils are made aware of the school's Flu Pandemic procedures in relation to coronavirus via an <u>assembly</u> and Class Noticeboards and are informed that they must tell a member of staff if they begin to feel unwell.	<u>N</u>		<u>Update Class Notice boards</u>		<u>M</u>
<u>M</u>	The <u>Aquinas Confidentiality Statement</u> is followed at all times – this includes withholding the names of staff, volunteers and pupils with either	<u>Y</u>				<u>L</u>

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	confirmed or suspected cases of coronavirus.					
<b>Poor hygiene practice</b>						
H	Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. Signs re sanitiser stations.	Y		Information on Class notice boards – completed.		M
H	Pupils wash their hands with soap <b>before and after break times and lunchtimes</b> for no less than 20 seconds.	Y		Staff to remind pupils		M
H	Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.	N		Sanitiser dispensers set up at entrances and exits.		M
H	Flu Pandemic procedures are adhered to as much as possible in accordance with the DfE and PHE's <a href="#">guidance</a>	Y				M
H	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.	Y		Premises organised		M
H	Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.	Y				M
H	Pupils do not share cutlery, cups or food.	Y				M
H	All utensils are thoroughly cleaned before and after use.	Y		Kitchen procedures		M
H	Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the <b>COSHH Policy</b> and the <b>Health and Safety Policy</b> .	Y		Amend Staff Rotas		M
H	The <b>SBM</b> arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP.	Y				M

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<b>Ill health</b>						
H	Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.	Y		Critical Incident Plan Coronavirus		M
H	Any pupil who displays signs of being unwell is immediately referred to a first aider. Staff act in line with the Critical Incident Plan and ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them.	Y		Isolation room set up in the changing room behind the stage. Designated toilets.		M
H	Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.	Y				M
H	The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.	Y				M
H	The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.	Y				M
H	Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.	Y				M
H	Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.	Y				M
H	Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.	Y				M
H	If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.	Y		Toilets behind stage		M

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H	Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.	Y				M
H	Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the <b><u>Administering Medications Policy</u></b> .	Y		Check Sims permissions		

### Spread of infection

H	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Flu Pandemic policy. using PPE at all times.	Y		Premises and cleaning rotas		M
H	Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.	Y				M
H	Pupils clean their hands after they have coughed or sneezed.	Y				M
H	Parents are informed via <b>letter</b> not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.	N		Family guide to Parents		M
H	Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school.	Y				M
H	School operations reviewed to mitigate risks from Social Distancing: <ul style="list-style-type: none"> <li>- New zones inside and outside Zones for pupils by year groups.</li> <li>- Staggered start and end of lessons, observe tannoy messages.</li> <li>- Staggered lunch and break service in place for pupils, no food served at break.</li> <li>- Two meter designated teacher areas within each classroom</li> <li>- Desks facing the front in all classrooms</li> <li>- No assemblies or worship in the hall.</li> <li>- A new protocol to outline expectations around teaching and learning, including new rules around marking, handouts, text books, equipment etc</li> <li>-</li> </ul>	Y				M

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H	One-way systems in place, particularly within the main teaching block. Up only and down only staircases throughout the building.	Y				M
H	The size and frequency of essential group gatherings is limited to no more than 30 people, and this is communicated to staff and volunteers via <u>email</u> .	Y				M
<b>Poor management of infectious diseases</b>						
H	Staff are vigilant and report concerns about a pupil's symptoms to a first aider.	Y				M
H	The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.	Y				M
H	Social distancing measures are implemented as much as possible and PPE is worn where possible.	Y		Premises Plan		M
H	The <b>SBM</b> monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus	Y		Cleaning rotas		M
<b>Lack of communication</b>						
H	The <b>First Aider</b> reports immediately to the <u>headteacher</u> / SBM about any cases of suspected coronavirus, even if they are unsure	Y				M
H	The <u>headteacher</u> contacts the local Trust immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.	Y				M
H	Schools put into place any actions or precautions advised by the Trust.	Y				M
H	Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary.	Y				M

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<b>Disruption to the running of exams</b>						
	All exams for 2020 are cancelled.	Y				
H	Staff analyse pupil performance and provide Ofqual with pupils' predicted grades by 29 May 2020 at the earliest.	Y				M
H	Staff are objective in their assessment and do not let pupils' personalities be a contributing factor in the assessment	Y				M
H	Results are presented on 13 August for AS- and A-levels and 20 August for GCSEs.	Y				M
<b>Partial school closure</b>						
H	The school communicates with parents via <b>letter</b> regarding any updates to school procedures which are affected by the coronavirus pandemic.	Y				M
H	Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene.	Y				M
H	Pupils working from home are assigned work to complete to a timeframe set by their teacher.	Y		Show my homework		M
H	The <b>headteacher</b> maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school.	Y				M
H	The <b>Behavioural Policy</b> and <b>Staff Code of Conduct</b> are adhered to at all times, even while working remotely.	Y				M
H	The <b>headteacher</b> ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure.	Y				M

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H	The <b>headteacher</b> works with the <b>IT Manager</b> to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required.	Y				M
H	The <b>headteacher</b> liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support.	Y				M
H	The school manages the use of parents' and pupils' contact details in line with the <b>Data Protection Policy</b> and <b>Records Management Policy</b> , e.g. collecting emails to send school work to pupils.	Y				M
H	The <b>headteacher</b> liaises with other schools to find pupils a temporary place at a different school where their usual school has to close.	Y				M
H	The <b>headteacher</b> accepts pupils from other schools where necessary to help children access essential education during the coronavirus pandemic.	Y				M
<b>Vacant premises</b>						
H	Access to the school is restricted – additional security is arranged and put in place in line with the <b>Security Policy</b> .	Y				M
H	The <b>headteacher</b> and <b>site manager</b> remain on-call in case of an emergency or if access to the school is required	Y				M
H	External signage is visible to show that the school is closed and that access is restricted.	Y				M
H	Valuable school property and equipment is identified and reasonable measures are in place to ensure security	Y		Alarm systems in place		M
H	The <b>site manager</b> ensures the school premises is safe to return to before school activity resumes.	Y				M
H	Any hazards are reported to the <b>headteacher</b> as soon as possible and issues are resolved prior to school returning to usual business.	Y				M
H	The <b>headteacher</b> ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.	Y				M
<b>Emergencies</b>						M



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H	All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.	Y		Office to send via Parent App		M
H	Pupils' parents are contacted as soon as practicable in the event of an emergency.	Y				M
H	Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.	Y				M
H	The school has an up-to-date <b>First Aid Policy</b> in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	Y				M