


Reference Number: CVD 007	Risk Assessment Record					
Assessed by: Barry Reed	Signature: Barry Reed			Position: Deputy Headteacher		
Approved by: John Steward	Signature: John Steward			Position: Headteacher		
Activity: Percy Hedley School full opening September 2020	Date: 16.5.20	Review Dates:	06.07.20 26.8.20 13.09.20 23.9.20 9.10.20 10.11.20	15/01/21 03/03/21 09/04/21		

Task/s	Persons at Risk	Named Hazard/s	Controls in Place	Risk Rating L x S = R			Additional Controls Required	Risk Level (H,M,L)
Prevention: Minimise contact with individuals who are unwell be ensuring those who have symptoms or someone in their household does- do not attend school	Staff and students	Covid 19 transmission	Parents all reminded of the latest recognised symptoms of coronavirus and reminded that students are not to come into school if they display any of these symptoms.	2	5	10	Regular reminders to parents via text services/social media. Students NOT to come into school if awaiting test results.	Medium
Prevention: Clean hands more thoroughly than usual	Staff and students	Covid 19 transmission	<u>Staff to sanitise hands on entry to the school – sanitiser available at all points of entry and at other strategic points.</u> <u>Reception staff request all visitors to site to use hand gel on arrival.</u> Posters in all toilet areas reminding staff to adhere to handwashing guidelines.	2	5	10	Hand washing bowls in all classrooms to enable students who cannot wash hands independently. Various resources available to support student understanding of good hand hygiene.	Medium

			Students taken to wash hands at regular intervals					
Prevention: Ensure good respiratory hygiene by promoting “catch it in it kill it”	Staff and students	Covid 19 transmission	All classrooms and communal areas to have lidded bins and sufficient access to tissues. Students reminded to use tissues as needed. Posters around classrooms and other areas.	2	5	10	Tissues replenished regularly. Staff and students to use crook of elbow to cough/sneeze if a tissue not readily available (clothing then to be changed as soon as possible).	Medium

Prevention: Minimise contact between individuals and maintain social distancing where possible.								
<u>Testing</u>	<u>Staff</u> <u>Students (year 7 and above)</u>	<u>Covid-19 transmission</u>	<u>Twice weekly LFD testing for staff in 1 operation.</u> <u>Where appropriate students age 11 and above will have 3 on site LFD tests then twice weekly testing at home.</u> <u>Appropriate training/resources to be provided to support testing in the home setting.</u> <u>Testing of both staff and students is voluntary but strongly encouraged by the Foundation.</u>	<u>1</u>	<u>5</u>	<u>5</u>		<u>Low</u>
<u>Vaccination</u>	<u>Staff</u> <u>Students post 16 years</u>	<u>Covid -19 transmission</u>	<u>The Foundation encourages all staff (and students aged 16+) to participate in the vaccination programme where a Medical practitioner has deemed this appropriate.</u>	<u>1</u>	<u>5</u>	<u>5</u>		<u>Low</u>
Group size	Students Staff	Covid-19 transmission	Staff teams will be set and maintained within “bubbles” as much as absences allow.	2	5	10	<u>SLT to review staffing on an ongoing basis and reducing the number of staff on site when this is safe to do so.</u>	Medium

Use of masks/face coverings	Students Service Users Staff	Covid-19 transmission	<p>Masks used in accordance with government guidance specific to the setting.</p> <p><u>Face coverings do not need to be worn if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate.</u></p> <p><u>All staff at Percy Hedley School should wear face coverings in communal areas.</u></p> <p><u>All staff, students and visitors should wear face masks in classrooms and during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. Students and service users may be required to wear face coverings in communal areas (e.g. corridors) if there are local lockdown but this will be assessed on an individual basis and will most certainly not be possible for some students/SUs given their needs.</u></p> <p><u>A supply of face masks should be available on site for pupils.</u></p>				<p>Posters/guidance displayed locally reminding staff of procedures.</p> <p>Exemption cards available for those who cannot wear a face mask or covering.</p> <p>Individual risk assessments for children who are particularly vulnerable to the effects of Covid-19</p> <p>As of 21.9.20 all staff to wear face masks in corridors and other communal areas.</p> <p><u>Guidance has been issued to staff on how to safely clean, wear and store coverings.</u></p>	
Outside learning	Students Staff	Covid-19 transmission	Students can use defined outside areas for learning and break purposes within their own "bubble" group only.	1	5	5	<p>Each bubble will be assigned an outdoor space.</p> <p>Outdoor equipment cleaned between uses.</p>	Low

Movement around the school building	Students Staff	Covid-19 transmission	<p>No visits to admin.</p> <p>Staff to collect meals at lunchtimes for children who eat in class bases. Same member of staff throughout the work to go to kitchen for collection etc</p> <p>Students will remain in class and keep movement to a minimum <u>where possible. Students from Post-16 and KS4 classes are able to move between teaching classes.</u></p>	2	5	10	<u>Post-16 and KS4 classes are only allowed to move between teaching classes within the same coloured bubble.</u>	Medium
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			<p>Some children will go to the hall for lunch, each bubble will have a designated area, which will be cleaned after use.</p> <p><u>Meetings with colleagues outside of the bubble to take place over teams/phone/.</u></p> <p><u>Communication as much as possible via electronic means to avoid sharing paper documentation.</u></p> <p><u>All resources required to remain in the bubble to avoid staff movement to collect equipment – to purchase additional equipment if necessary.</u></p> <p><u>If therapy equipment is moved between bubbles staff will:</u></p> <ul style="list-style-type: none"> - <u>clean it before it is moved between bubbles; or</u> - <u>allow them to be left unused for a period of 48 hours (72 hours for plastics)</u> 					
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Break times	Students Staff	Covid-19 transmission	<p>Students will take breaks within classroom or allocated outdoor area.</p> <p>Staff should not congregate in large groups – should use the outside as much as possible. Each staff bubble have their own assigned break area.</p> <p>Staff room will be marked out with seats socially distanced.</p> <p>Shared microwaves, kettles etc. should be wiped down after use. Staff should not make each other drinks.</p> <p>All crockery/cutlery to be washed thoroughly after use.</p> <p>All surfaces to be cleaned after use.</p>	2	5	10	<p>Social distancing signage.</p> <p><u>Staff informed of maximum occupancy for each allocated staffroom area:</u></p> <ul style="list-style-type: none"> - <u>Green bubble staffroom with sink (12 people)</u> - <u>Yellow bubble staffroom with computers (16 people)</u> - <u>Blue bubble post-16 social area (2 people at main table, 1 person per additional tables)</u> - <u>Blue bubble food tech room (8 people)</u> - <u>Blue bubble art room (8 people)</u> 	Medium
Drop off / pick up routines	Students Staff	Covid-19 transmission	<p>Students should remain in taxis until collected by school staff.</p> <p>Each bubble will have an allocated entry door. This will avoid bottle necks and congestion of escorts near doors. At end of day staff will return students/service users to transport.</p>	2	5	10	<p>All taxi drivers get a coloured bubble when they enter the yard to determine which group their student is in- they will park in a designated area and students will be collected from staff in that bubble through a specific entrance.</p> <p>Staff in 2 of the 3 bubbles will enter through the front door, the third staff bubble will enter through the sports academy door,</p>	Medium
Classrooms	Students Staff	Covid-19 transmission	<p>All unnecessary items to be stored away.</p> <p>Resources with intricate parts to be stored away</p> <p>Soft furnishings to be removed as</p>	2	5	10	<p>Some students require certain items for comfort.</p> <p>Any items from home to stay in school bags.</p> <p>Students to have a zip lock bag</p>	Medium

			much as possible. <u>Shared rooms to be used by individual bubbles on different days and cleaning to take place between use.</u>				with their own stationery in-	
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							these to be stored at the end of the day.	
Use of minibuses	Students Staff	Covid-19 transmission	Should only be used for students and service users who need to regulate for behaviour. If the bus is used the trip must be in adherence with local lockdown rules. Bus to be cleaned after each use, in particular frequently touched items such as door handles, seat belts, clamping systems, steering wheel etc.	1	5	5	Each minibus must have an agreed seating plan that promotes social distancing before any trips approved by the leadership team on site.	Low
Educational visits	Students Staff	Covid-19 transmission	<u>Educational day visits conducted in line with current COVID 19 secure guidance in place at the time can resume no earlier than 12 April.</u> <u>Full and thorough risk assessment must take place prior to all visits in line with</u> <u>https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</u> <u>Additional COVID 19 secure guidance must be included in these risk assessments to include keeping the pupils in consistent groups and adhering to any Covid secure measures at the</u>	1	5	5		Low

			<u>destination.</u> <u>Domestic education visits will not be considered any earlier than 17 May 2021.</u>					
<u>Drama/Music</u>	<u>Students</u> <u>Staff</u>	<u>Covid-19 transmission</u>	<u>Singing and chanting (and use of brass or wind instruments) will be discouraged.</u>	1	5	5		<u>Low</u>
<u>Physical activity and sport</u> <u>Use of pools</u>	<u>Staff</u> <u>Students</u>	<u>Covid-19 transmission</u>	<u>Pupils must be kept in consistent groups.</u> <u>Any shared equipment must be cleaned between use.</u> <u>Outdoor sport should be prioritised but indoor lessons can take place if the space is large enough to support social distancing. is well ventilated with though cleaning between each group.</u> <u>All team sports should adhere to government guidance on team sport:</u> <u>https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events</u> <u>From 29 March 2021 outdoor competitions can resume.</u> <u>Indoor competitions should not be considered until 12 April 2021.</u> <u>Separate risk assessments in place for the use of swimming pools and hydro pools.</u>	1	5	5		<u>Low</u>

Bathrooms	Students Staff	Covid-19 transmission	<p>Student/service user “bubbles” will be allocated bathrooms. After use toilet seats and surfaces should be wiped down. PPE usually worn for personal care should be worn.</p> <p>After personal care PPE should be disposed of appropriately.</p>	1	5	5	<p>Staff from each bubble have allocated toilets for staff use, to be cleaned by user after each use.</p>	Low
Medicines	Students Staff	Covid-19 transmission	<p>Normal medication procedures for safe administration will apply.</p>	2	5	10	<p>Staff delivering medication to wear surgical masks, visor, gloves, apron</p> <p><u>Extra medication storage cabinets purchased and placed at different locations in the school to support the maintaining of bubbles.</u></p>	Medium
Signing in procedures	Students Staff <u>Visitors</u>	Covid-19 transmission	<p>All staff to use the electronic inventory system <u>using barcodes on badges to alleviate touching screen</u> - both pupils and staff registered will be completed by exception- any absence to be reported to office by 9.15 am</p> <p>Limited numbers of staff permitted into the reception area to sign in and out at peak times, remaining to queue outside maintaining social distancing.</p> <p><u>Signage installed at inventory screen to ask visitors not to touch the screen. Styluses have been provided for use on the screen along with clean and dirty receptacles. the office staff will collect and clean at regular intervals.</u></p>	1	5	5	<p>Cleaning wipes and hand sanitizer available on reception. On arrival all staff were reminded to wash their hands.</p> <p>Staff and student temperature taken on arrival</p> <p>Reception staff to sign in any essential visitor to reduce the requirement to share pens:</p> <p>Badges and lanyards to be wiped after use.</p> <p>Markers to be sprayed externally in areas where staff will queue to enter the building and peak times.</p> <p><u>Additional hand sanitizer available for visitors.</u></p>	Low

<u>Incoming and outgoing mail</u>	<u>Staff</u>	<u>Covid-19 transmission</u>	<u>Office staff to hand sanitise prior to and after receiving incoming mail and parcels. Stringent hand washing procedures ensure to not touch the face.</u>	<u>1</u>	<u>5</u>	<u>5</u>	<u>Additional hand sanitiser available along with gloves should the office staff wish to wear them.</u>	
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Cleaning	Students Staff	Covid-19 transmission	Cleaning products available in all classrooms for regular wiping down of surfaces and all frequently touched items such as door handles, light switches, etc	2	5	10	<p>This is alongside increased cleaning as part of cleaning staff tasks each evening Items to be cleaned after every session.</p> <p>Infection control audits to be completed monthly.</p> <p><u>All staff to complete infection control training.</u></p> <p><u>Areas where positive cases have been identified to be fogged.</u></p> <p><u>Additional cleaning of frequently touched surfaces throughout the school day.</u></p>	Medium
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Offices	Students Staff	Covid-19 transmission	<p>Staff working in offices will always observe social distance rules.</p> <p>Desks positioned so they are not facing each other.</p> <p>Screens/desk dividers used where possible,</p> <p>Touch points cleaned regularly throughout the day and recorded on the cleaning schedule.</p> <p><u>When necessary reduce the number of therapists in therapy offices by utilising options such as working from home where possible. This will change as tiers change and will be explored</u></p>	1	5	5	<p>Where possible doors to be held open with suitable devices (door guards etc).</p> <p>Devices to be tested to allow doors to be opened with feet.</p> <p>Windows should be opened to allow good airflow.</p> <p>Air conditioning to be switched off where there is a case of a symptomatic individual.</p> <p><u>Use of additional convection heaters such as fan heaters in shared spaces discouraged</u></p> <p>Offices have been rearranged</p>	Low
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			<u>when in a tier which recommend people working from home where they can.</u>				to enable distancing. Staff can encouraged to wear face masks in communal areas if they wish to do so. When moving around and when 2 meters social distancing cannot be maintained.	
<u>Remote learning</u>	<u>Students Staff Parents</u>	<u>Safeguarding</u>	<u>AUP (Acceptable use policy developed with clear guidance for staff, students and parents.</u>	<u>1</u>	<u>5</u>	<u>5</u>	<u>All remote lessons will be formally timetabled, and a member of the SLT is able to drop in at any time.</u> <u>Child Protection Policy available on the school website containing information on how to report any safeguarding concerns.</u>	<u>Low</u>
First Aid	Students Service Users Staff	Covid-19 transmission	See separate C19 First Aid Risk assessment.	1	5	5	<u>S:\Central Policies Folder\Health & Safety Templates (All staff)\Risk assessment templates\COVID 19\risk assessment first aid C19 August 2020.pdf</u>	Low
Isolation room	Students staff	Covid 19 transmission	A specific room has been allocated for an isolation room, this is well ventilated with a sink outside. Designated areas allocated in the event the person in isolation (or the person supporting them) needs to access the WC. Arrangements in place to clean any areas where there has been a suspected or confirmed case.	2	5	10	Each classroom has an isolation bag which has two full sets of PPE including the disposable face masks for staff to wear as needed.	Medium

Aerosol generating procedures	Students Staff	Covid 19 transmission	<p>All AGPs must be performed in a designated area away from other students with the door closed and windows open.</p> <p>Staff to use designated PPE/C to include:</p> <p>FFP2 or 3 mask Visor or eye protection Long sleeved fluid repellent gown Gloves</p> <p>PPE to be donned and doffed according to guidance</p> <p>Staff using FFP2/3 masks to have a face fit test by a competent person.</p> <p>All surfaces to be cleaned following the procedure and the room ventilated for up to an hour before anyone not wearing PPE/C is allowed to enter.</p>	2	5	10	<u>Separate risk assessment in place for AGP.</u>	Medium
Whole school training/INSET days	Staff	Covid 19 transmission	<p>No whole school meetings shall take place face to face. Any whole school training will be delivered via teams.</p> <p>E learning to be utilised wherever possible.</p> <p>If training requires face to face it will happen in the ICT room in groups no greater than 6.</p>	1	5	5	<p>Whole school meetings shall take place with staff in the classroom in their bubbles. The meeting will be placed on the smart board in that room and staff will adhere to social distancing.</p> <p>Any face to face training will happen in the ICT room which is well ventilated, in groups no more than 6 with everyone facing the same way and adhering to social distancing.</p>	Low
Prevention: where necessary wear appropriate PPE.	Staff and students	Covid 19 transmission	<p>Staff to wear usual PPE for feeding tasks and personal care tasks.</p> <p>Staff to wear specific PPE for AEGs</p>	5	2	10	<p>Staff to wear face masks in communal areas.</p> <p>Staff to wear PPE for feeding pupils face to face (9.10.20)</p>	Medium

Prevention: Members of staff to self isolate	Students	Covid 19 transmission Risk of school closure	Insufficient staffing may lead to school closure either of bubbles or the school in its entirety.	3	3	9	Staff to inform school in a timely manner when known absences will occur due to isolation. Test in school utilised to ensure rapid testing can occur. Leaders to stay up to date on all available local test sites.	Medium
Prevention: <u>ventilation</u>	<u>Staff and students</u>	<u>Covid 19 transmission</u>	<u>All rooms should be regularly ventilated.</u> <u>Balance the need for increased ventilation with the requirement to maintain a comfortable temperature by:</u> <u>· Ventilating areas when they are unoccupied</u> <u>· Allowing additional indoor clothing</u>	<u>2</u>	<u>5</u>	<u>10</u>	<u>Window restrictors fitted to Hillcrest external windows.</u>	Medium
Response to infection: Engage with test and trace process	Staff and students	Covid 19 transmission	All information about all staff held centrally. Information about which bubble staff are in held.	2	5	10	Staff who move between bubbles to keep a record of task/activities in which bubble. All visitors details to be held centrally on inventory/other system. This data to be kept for a period of 21 days.	Medium
Response to infection: Manage confirmed case of coronavirus amongst the school community.	Staff and students	Covid 19 transmission	A confirmed case within a bubble may lead to the bubble being closed for 14 days. <u>for 10 days.</u> Any additional info/directions from local health team would be followed.	2	5	10	Ensure information is shared promptly and effectively by appropriate means. Task group to have wording agreed and prepared from timely and effective response.	Medium
Response to infection: Contain any outbreak by following local health protection team advice	Staff and students	Covid 19 transmission	Ongoing foundation log in relation to sickness/absences covid related. Coordinated by HS manager.	2	5	10	Liaise with relevant bodies if outbreak occurs.	Medium

<p><u>Immunisation programmes</u></p>	<p><u>Staff students</u></p>	<p><u>Covid 19 transmission</u></p> <p><u>Pupils not accessing routine immunisations</u></p>	<p><u>Engage with local immunisation provides to provide route immunisation programmes on site.</u></p>	<p><u>1</u></p>	<p><u>4</u></p>	<p><u>4</u></p>		<p><u>Low</u></p>
<p><u>Emotional wellbeing of students</u></p>	<p><u>Students</u></p>	<p><u>Students returning to school having suffered from bereavement, anxiety, safeguarding or welfare harms</u></p>	<p><u>Staff will monitor students closely and where necessary additional support (including those from external partners) will be implemented.</u></p> <p><u>Access various wellbeing resources to support pupils and teachers:</u></p> <p><u>https://covid.minded.org.uk/</u> <u>https://www.gov.uk/guidance/teaching-about-mental-wellbeing</u> <u>https://www.youtube.com/watch?v=MYmBLnSQh3M</u></p> <p><u>Use pastoral and extra-curricular activities to:</u></p> <p><u>Support rebuilding of friendships and social engagement</u> <u>Support pupils to improve physical and mental wellbeing</u> <u>Support pupils to respond and process issued linked to Covid 19.</u></p> <p><u>School nurse to ensure the delivery of the healthy child programme:</u></p> <p><u>https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning</u></p>	<p><u>2</u></p>	<p><u>3</u></p>	<p><u>6</u></p>		<p><u>Medium</u></p>

<u>Safeguarding</u>	<u>Students</u>	<u>Increased in safeguarding concerns as students return</u>	<u>DSLs and their deputies to have more time to Support staff and pupils with any new safeguarding or welfare concerns and handle any referrals as needed.</u>	<u>2</u>	<u>4</u>	<u>8</u>		<u>Medium</u>
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Reference Number:	Risk Assessment Record	
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LIKELIHOOD
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely

RISK / PRIORITY INICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10

5. Almost certain / imminent
SEVERITY (CONSEQUENCE)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (Lost time injury, illness, damage, lost business)
4. High (Major injury / damage, Lost time business interruption, disablement)
5. Very High (Fatality / Business closure)

	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				
SUMMARY		SUGGESTED TIMEFRAME				
12-25	High	As soon as possible				
6-11	Medium	Within next 3-6 months				
1-5	Low	Whenever viable to do so				