

Studley High School Risk Assessment			COVID-19 OUTBREAK- National restrictions – September 2021			Ref: RA 019/001		
Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done	

<b>Person showing symptoms or positive test result</b>	Employees students Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>Refer to WCC COVID Response Checklist and public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> <li>Send out regular communications to parents that persons are not to come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (e.g. they are required to quarantine, per a T&amp;T call).</li> <li>If anyone in your school develops COVID-19 symptoms they will be sent home.</li> <li>An unwell student awaiting collection will be isolated in a suitable room</li> <li>Staff caring for a student awaiting collection to keep a distance of 2 metres.</li> <li>PPE to be worn by staff caring for the student, including: <ul style="list-style-type: none"> <li>a face mask worn if a distance of 2 metres cannot be maintained.</li> <li>if contact is necessary, then gloves, an apron and a face mask should be worn</li> <li>eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</li> </ul> </li> <li>Staff to wash their hands after caring for a student with symptoms.</li> <li>All areas where a person with symptoms has been to be cleaned after they have left.</li> </ul>		Encourage the use of twice weekly home testing by staff	Admin alerts sent regularly	Ongoing	
				Encourage the use of home testing by students			
				If advised reintroduce an asymptomatic testing site (ATS) at school	SBM/HT	As advised by WHO	
				Consult with the local PHE team to discuss what support secondary schools need to do this.	SBM/HT	As advised by WHO	
				Consider reintroducing face coverings and bubbles temporarily	SBM/HT	As advised by WHO	

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		<ul style="list-style-type: none"> <li>If there is more than two positive PCR tests, the school's outbreak management plan will be initiated &amp; Warwickshire Health Office contacted for guidance.</li> <li>School has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids.</li> <li>Update staff, students, stakeholders and visitors on changes in practice – Step 4 measures.</li> <li><b>If a parent/carer insists on a pupil attending your school with symptoms, Headteacher may refuse the pupil if, in their reasonable judgement, it is necessary to protect other students and staff from possible infection with COVID-19.</b></li> </ul>		Attendance restriction will only be recommended by the government as a last resort.	HT		
<b>Poor Personal Hygiene</b>	Employees students Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>COVID-19 posters/ signage displayed.</li> <li>Frequent and thorough hand cleaning is regular practice.</li> <li>Student's and staff to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>Sufficient handwashing facilities are available.</li> <li>Where there is no sink, hand sanitiser provided in classrooms.</li> <li>Use resources such as "e-bug" to teach effective hand hygiene etc.</li> <li>Adults and students are encouraged not to touch their mouth, eyes and nose.</li> <li>Adults and students encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</li> </ul>		Put in place monitoring and supervision to make sure people are following any controls you have in place, including enhanced cleaning.	SBM/ Site team & staff	On-going	

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Spreading coronavirus from contact with surfaces, equipment and workstations	Employees students Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"><li>Reduced clutter and removing difficult to clean items to make cleaning easier.</li><li>Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</li><li>Surfaces that are frequently touched and by many people in common areas to be cleaned twice a day.</li><li>Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user.</li><li>Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors), or providing contactless payment.</li><li>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.</li><li>Provide more bins and empty them more often.</li><li>Toilets and communal areas to be cleaned regularly.</li><li>Sanitising spray and paper towels to be provided in classrooms for use by members of staff.</li><li>Thorough cleaning of rooms at the end of the day.</li></ul>		Put in place monitoring and supervision to make sure people are following controls, for example by implementing cleaning regimes.	SBM / Site team	Monitoring cleaning sheets		
				Provide information telling people who should clean something and when.	Site team	training & monitoring sheets		
				Provide instruction and training to people who need to clean.	Site team	training & monitoring sheets		
				Include information on the products they need to use,	Site team	training & monitoring sheets		

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				precautions they need to follow and the areas they need to clean			
<b>Poorly ventilated spaces leading to risks of coronavirus spreading</b>	Employees students Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>Ventilation protocols to be observed.</li> <li>Heating used as necessary to ensure comfort levels are maintained when the building is occupied.</li> <li>Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow.</li> <li>Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school).</li> <li>Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible.</li> <li>Use fans for good air circulation.</li> <li>Occupants encouraged to wear additional, suitable indoor clothing. (If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold and the above steps must be considered).</li> <li>Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation.</li> </ul>		Identify any poorly ventilated spaces take steps to improve fresh air flow in these areas.	Site team	On-going monitoring	
				Maintain air conditioning plant and equipment as per manufacturers instructions.	Site team	On-going monitoring	
<b>Increased risk of infection and</b>	Employees	<ul style="list-style-type: none"> <li>Identify who in the work force could be clinically extremely vulnerable and refer to government guidance and HSE and PHE guidance on protecting</li> </ul>		Observe additional guidance on	SBM	On a case by case basis	

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<b>complications for workers who are clinically extremely vulnerable and workers in higher- risk groups</b>	students Young People Families Contractors Visitors Members of the public	vulnerable workers during the pandemic on how to support workers in higher-risk groups and those who are clinically extremely vulnerable. <ul style="list-style-type: none"> <li>Carry out a risk assessment of pregnant workers to identify the risk and measures to be taken.</li> <li>Some pregnant workers will be at greater risk of severe illness from coronavirus and care should be taken with setting up their individual risk assessment in order to keep them safe in the school setting.</li> </ul>		who is clinically extremely vulnerable and what further support may be available from Public Health England.  Keep under review completed individual risk assessments for pregnant workers.			
<b>Airborne spread of COVID</b>	Employees students Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>Although from Step 4, face coverings will no longer be advised for students, staff and visitors, persons choosing to wear face coverings as a precaution will not be deterred when outside the classroom.</li> <li>Where staff are in enclosed and crowded spaces, face masks are recommended (but not required).</li> <li>Face coverings recommended on school transport.</li> </ul>			All	On-going adjustment to suit conditions	
<b>Returning to work after summer closure</b>	Employees students Young People Families	<ul style="list-style-type: none"> <li>Buildings and health and safety compliance checks continue to be undertaken (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.).</li> <li>Checking mechanical ventilation systems are working effectively and are properly maintained.</li> </ul>			Site Team  Site Team	On-going  On-going	

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	Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>Information and instruction for returning workers to ensure clarity on arrangements for cleaning and hygiene and ventilation.</li> <li>Vaccination is a control measure against COVID so staff can be asked to confirm that they are vaccinated. This information will assist in the risk assessment for outbreak management plans.</li> <li>Communicate updates with supply staff and other temporary or peripatetic staff and volunteers to follow the school's arrangements for managing and minimising risk.</li> <li>All secondary school students should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</li> <li>Staff to undertake twice weekly home tests whenever they are on site until at least the end of September.</li> <li>Secondary schools to retain a small asymptomatic testing site (ATS) on-site to offer testing to students who are unable to test themselves at home.</li> <li>Review/update policies to reflect changes brought about by updated COVID-19 requirements.</li> <li>Ensure website is compliant with regards to the publishing of policies and risk assessment.</li> </ul>			Site Team	On-going	
					SBM/HR	On-going	
					HR	On-going	
					Reception to issue	On-going	
					Staff	On-going	
					First Aid	On-going	
					SBM	On-going	
					Marketing Manager	On-going	

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<b>Completed by:</b>	<b>Carol Williams</b>	<b>Date</b>	<b>25/8/2021</b>
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<b>Reviewed by</b>	<b>Date</b>	<b>Next Review Due</b>
R Eost	26/08/2021	31/9/2021 or subject to updated National Guidance