

COVID 19 - Risk Assessment - September 2020 (Whole School Opening)

Updated 03/09/20

Purpose

The purpose of this risk assessment is to identify, evaluate and manage the risks associated with operating the school during the COVID-19 outbreak. This assessment specifically relates to opening the school to all children and addressing guidance outlined in the DFE guidance issued on 2nd July 2020. Some risks relate to health and safety whilst others are specific to educational and safeguarding issues.

Communication of assessment and associated actions

This document must be shared with stakeholders to ensure that communication of risks and provision put in place to manage these risks is clear and transparent. The risk assessment will be reviewed by Governors, staff and trade unions and emailed to parents and carers. A copy will be placed on the school website.

Guidance for completing the risk matrix

To establish your risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1 - 5) with the perceived likelihood (or probability) of that risk occurring (score 1-5). Please see tables below for guidance on risk rating scores.

Legend	
I	Impact
P	Probability
I X P	Risk rating

Impact or consequence		Probability (or likelihood)	
Description	Indicator	Description	Indicator
5 (Major)	Major impact if realised	5 (Very likely)	Risk will emerge
4 (Significant)	Significant impact if realised	4 (Likely)	Risk should emerge
3 (Moderate)	Moderate impact if realised	3 (Unlikely)	Risk could emerge
2 (Minor)	Minor impact if realised	2 (Very unlikely)	Risk unlikely to emerge
1 (No significance)	No consequence if realised	1 (Impossible)	Risk will not emerge

Score	Risk description	Action required
25	Extreme risk	Immediate escalation to Headteacher for risk management activities
20 - 15	High risk	Actively manage risks and review each day
12 - 6	Medium risk	Take appropriate actions to minimise risks
5 and below	Low risk	Weekly review of risk and removal from register if deemed appropriate

Note that the risk rating takes into account the risk management actions that are put into place.

Risk description	I	Risk management / actions	P	Risk Rating	Lead
Virus is spread through all pupils returning to school	5	<p>Reducing risks to vulnerable groups (pupils and staff)</p> <ul style="list-style-type: none"> - DFE guidance followed (FT) - Individual risk assessments completed for clinically extremely vulnerable pupils and staff (SMA/NG) - Adjust roles and working arrangements for staff in high risk groups as detailed in risk assessments (NG) - Where pupils or staff are either clinically vulnerable or live with family members who are extremely clinically vulnerable or clinically vulnerable they can discuss individual concerns and risks with either their HOY (pupils) or NG (staff). (SMA/NG) - Clinically extremely vulnerable and clinically vulnerable employees are not given first aid responsibilities (SMA) - Where pupils access more than one setting, a joint risk assessment and plan needs to be agreed and communicated (SMA) - Risk assessments completed and communicated to parents, pupils and staff for AEN pupils (DC) <p>Prevention of infection</p> <ul style="list-style-type: none"> - One way operation system put in place across as much of the site as possible. This is to be supported by appropriate signage (SMA/PEW/MPH) - Pupils must wear face <u>masks</u> (not coverings) in corridors and communal areas (including Sixth Form and PE changing rooms) (FT) - Re-organisation of school timetable to reduce congestion at break, lunch and during lesson changeover periods. Split lunches and breaks to minimise congestion at key times. See organisation of the school day (PEW) - Each year group operates as a separate bubble and avoids contact with other year groups where possible (PEW) - Zoning of spaces for break and lunch period (MPH/PEW) - Use of external doors to classrooms where possible (PEW) - Staff to keep their distance from pupils as much as possible and maintain 2m social distancing from other adults wherever possible. See staff protocol (PEW) - Drinking fountains are not in use (HD) - Appropriate measures are taken to ensure good ventilation of buildings e.g. opening windows and door (HD/MU) - Daily schedule developed and administered for cleaning of rooms and facilities used (HD) - Children and staff clean hands at the start of each lesson using hand sanitiser provided (HD) - Contact sports do not take place until further notice (LGA) - Posters used to reinforce new protocols and good hygiene (MPH) - Bins in all classrooms and communal areas. Each bin to have a lid. (HD) 	2	10	FT

		<ul style="list-style-type: none"> - Provision of tissues for all classrooms. (HD) - Removal of furnishings from classrooms that are not needed and could result in transmission of the virus. These items are stored in a safe place that does not compromise fire safety or health and safety (HD) - Clear protocol for arriving and leaving school so pupil mixing is minimised (SMA) - Process in place for staff to report concerns and risks to senior leaders (SMA) - Supervision in place to ensure social distancing is adhered to when pupils move between rooms (MPH) - Amendments to behaviour policies and protocols (SMA and HD) - Clear protocols developed for pupils and staff to maintain social distancing, good hygiene and minimise risk of infection (PEW) - Classrooms to be reorganised (where this is possible) to meet DFE guidance (HD) - Communication of staff and pupil protocols to staff, pupils and parents and carers (SMA) - Lifts are only used where necessary and not by more than one person at a time unless there is a medical need (HD/SMA) - Staff to be provided with specific advice relating to minimising risks through teaching and learning: General, Additional subject specific information (KBN) - Pupils not to share basic equipment e.g. pens. All pupils to have equipment packs (KBN) - Updated guidance for induction of new pupil during the year to ensure routines and practices are adhered to (SMA) - Staff provided with their own hand sanitiser (HD) - Staff provided with visors (optional) to minimise risk of covid transmission. AEN staff must wear these when working closely with individual pupils (HD/DC). - Review school calendar and impact of large scale events. Re-organise where appropriate to minimise risk (NG) - Assemblies, large scale INSET and whole staff meetings to be delivered through Teams (DC/KBN) - Ozone machines (cleaning) are not used (HD) - Adapt learning practices and routines in music, PE, DT, food, art and science to ensure risk of infection is minimised. See attached information (PEW/KBN) - Clear staff protocol for response to suspected infection (LWO). 			
Virus is spread through the mixing of staff.	5	<ul style="list-style-type: none"> - DFE guidance followed (FT) - Staff protocol (PEW) - Staff must wear face masks (not coverings) in corridors and communal areas (including Sixth Form and PE changing rooms) (FT) - Staffroom reorganised to take into account social distancing measures (HD) - Posters to remind staff of good hygiene and social distancing measures (HD) - Meetings to be held via Microsoft Teams and unnecessary meetings/training is cancelled (FT) 	2	10	FT

		<ul style="list-style-type: none"> - Offices to be reorganised where they do not meet social distancing guidance. Maximum occupancy levels identified for communal workrooms. (HD) - Workstations assigned to one person where possible (HD) - A daily register is kept of each group including all staff/external staff who have been working with them (SMA) - See staffing guidelines in section one (FT/NG) 			
Pupils, staff and parents/carers exposed to virus through school trips, events and extra curricular activities	5	<ul style="list-style-type: none"> - DFE guidance followed (FT) - School will monitor position of each planned trip and follow FCO advice in relation to trips/events (HD) - Each school event to be risk assessed and DFE guidance followed (PEW) - Extra curricular activities to be risk assessed, DFE guidance to be followed and consultation to take place with appropriate staff and parents/carers of pupils (SMA) - External providers on school premises have been made aware of and follow school COVID-19 expectations and operating procedures (HD) - Arrangements are in place to ensure appropriate cleaning of areas/equipment takes place after extra-curricular activities as necessary (HD) - Accurate registers of extra curricular activities and events provided by external providers to be kept (HD/LGA) - Contact sports not to take place (LGA) 	2	10	FT
Virus is spread through home visits	5	<ul style="list-style-type: none"> - Home visits should only occur where a safeguarding issue has been raised (SMA) - Social distancing is maintained at all times and staff do not enter pupil's homes (SMA) 	2	10	SMA
Hardship identified with specific pupils or families.	5	<ul style="list-style-type: none"> - Pastoral leaders in regular contact with identified pupils and families (SMA) - Vouchers and food parcels provided as needed (HD) - Ongoing support and access to school services provided (SMA) - Provision of IT hardware and software to identified pupils and families (LWO) - Purchase of laptops and routers for Yr10 disadvantaged (LWO) 	2	10	SMA
Ineffective communication of risk management actions results in staff or pupils compromising health of others	5	<ul style="list-style-type: none"> - DFE guidance followed (FT) - Communication of risk management actions to staff in school (FT) - Information, school COVID-19 procedures and roles/responsibilities to be clearly communicated with all staff so they are aware of what they need to do and how they need to do it (FT) - Monitoring and weekly review of site provision and adhere to protocols (HD) - Clear protocols for pupil and classroom management (SMA) - SLT to contact the DfE helpline (on 0800 046 8687) for any public health queries/concerns relating to self-isolation, COVID-19 symptomatic individuals etc (FT) 	2	10	FT

Virus is spread to pupils and staff through use of facilities and equipment e.g. desks, equipment, school vehicles etc	5	<ul style="list-style-type: none"> - Site has deep clean each half term (HD) - Enhanced daily cleaning of facilities that pupils and staff use. See cleaning protocol (HD) - Lesson routines to include hand sanitisation and wiping of desks and equipment. See lesson protocol (HD/KBN) - Pupils use their own equipment in lessons. Pupils do not share any equipment during the same lesson. See lesson protocol (KBN) - School vehicle use should be minimised and cleaning of areas used should take place after use. Keys should be cleaned before and after use (HD) - Where more than one person is using school vehicles social distancing guidance must be met. Windows should be opened where this is safe and practical (HD) - If vehicles are being shared, all staff are aware of and follow HSB 03 'Road Vehicle Occupancy Restrictions' (HD) - A supply of hand sanitiser (at least 60% alcohol) to be carried in all vehicles (driver packs) to enable employees/pupils to sanitise their hands regularly (HD) 	2	10	HD
Virus is spread through catering provision	5	<ul style="list-style-type: none"> - Staggered break and lunches used to manage congestion in canteen (PEW) - Plan for ensuring year group bubbles maintained, as much as possible, in canteen (PEW) - Cleaning of facilities between bubble use. See cleaning protocol (HD) - School kitchen complies with the guidance for food businesses on coronavirus (HD) 	2	10	HD
Virus is spread through pupils traveling to and from school.	5	<ul style="list-style-type: none"> - Scholars buses to be used with social distancing measures in place. Risk assessment (customers / drivers) and plan provided by Nexus (SMA/HD) - Communication of dangers to children and parents both in school and via an addendum to the school Behaviour Policy (SMA) - Revision to procedures for welcoming buses at start of day and boarding of buses at end of day (SMA) - Concerns regarding external travel providers to be raised with Gateshead LA - Joanne Waters (433 2498) or Brian Armstrong (4337426) (SMA) 	3	15	SMA
Virus is spread through people visiting the school.	5	<ul style="list-style-type: none"> - Facilities adapted to protect staff who are likely to come into contact with visitors e.g. PPE at reception (HD) - Visitor protocol in place, communicated to staff and followed (HD) - Accurate records of all visitors to be maintained to support test and trace (NG) - Communicate risk assessments and protocols with contractors (e.g. Facilities Management, catering staff, cleaning staff, suppliers etc to ensure they are aware of the arrangements to follow on site) (HD) - Communicate risk assessments and protocols with supply staff and initial teacher training placement staff (NG/KBN) - Where possible, meetings are held virtually (LT) 	2	10	HD

School does not follow DFE guidance relating to COVID-19.	5	<ul style="list-style-type: none"> - DFE guidance followed (FT) - SLT to contact the DfE helpline (on 0800 046 8687) for any public health queries/concerns relating to self-isolation, COVID-19 symptomatic individuals etc (FT) - Accurate attendance registers for staff and pupils maintained. Seating plans in place, communicated and followed as part of classroom routines (SMA/NG/KBN) - QA and monitor actions put in place (FT, SMA and PEW) - Process in place for staff to report concerns and risks to senior leaders (SMA) 	2	10	FT
First aid arrangements are inadequate	5	<ul style="list-style-type: none"> - First aid risk assessment/protocols have been reviewed in line with current operations (HD) - Pupil medical records to be reviewed to identify any pupil who has a conditions known to be triggered by cleaning products (SMA) - First aid certificates that expired from 16th March 2020 have been extended until 30th September 2020.(HD/SMA) - First aiders whose certificates are currently being extended are to attend face to face training as soon as it becomes available. Ensure all first aid training is completed before 30th September 2020 (HD/SMA) - First aiders wash their hands before and immediately after administering first aid and undertaking medical procedures (HD) - Ensure all first aiders are trained in safely wearing and removing PPE (SMA/HD) - PPE (single use gloves, single use apron, fluid resistant face mask and eye protection) is worn where administering first aid where there is a risk of being splashed with any body fluid (HD) 	2	10	SMA/ HD
Incorrect use of/lack of PPE.	5	<ul style="list-style-type: none"> - Stock of PPE to include disposable aprons, disposable gloves, fluid resistant face mask and eye protection (goggles or visor). (HD) - PPE is worn for first aid, supporting symptomatic pupils and staff, working with pupils where an individual risk assessment indicates this is required. - Communication of where this is held and training in use to be provided to first aiders. Training records relating to PPE instruction to be kept (SMA) - Posters put in place to show how PPE should be put on and taken off and all staff to be told where PPE is stored (HD) - First Aid trained staff to be inducted in new protocols (HD / MTH) - Where PPE has been used to support a symptomatic person it is either: - - Double bagged (placed in a plastic rubbish bag and tied then placed in a second bn bag and tied), tagged with the date and time and stored in a secure area for at least 72 hours then disposed of in the normal waste bin. - Disposed of as clinical waste if there is a clinical waste contract in place. - School to inform Janine Pierce (Gateshead LEA) if additional PPE stock is required and cannot be procured. 	2	10	HD

Inadequate premises management results in spread of virus	5	<ul style="list-style-type: none"> - DFE guidance followed (FT) - H&S audit conducted (HD) - Ensure equipment and services including gas equipment, fire safety related equipment, water hygiene testing and lifting equipment have been inspected/tested as necessary (HD) - Advice taken and acted upon from the air conditioning engineers regarding whether any adjustments are required to the system in line with COVID-19 guidance (HD) - Fire emergency procedures have been reviewed and amended (where necessary). A new fire drill plan has been issued to each room. (HD) - Regular review of site arrangements (FT/HD) - Sanitiser dispensers are stored away from heat sources, sources of ignition and out of direct sunlight (HD) - Stock to be stored in a fire-resistant cabinet (HD) 	2	10	HD
Virus is spread through school deliveries	5	<ul style="list-style-type: none"> - Visitor protocol (HD) - Staff wash their hands before and after handling deliveries (HD) - Wherever possible delivery drivers do not enter the school building (HD) 	2	10	HD
Practical application of DFE guidance is weak.	5	<ul style="list-style-type: none"> - QA and monitor actions put in place (FT, SMA and PEW) 	2	10	FT
Pupils do not adhere to protocols including social distancing	5	<ul style="list-style-type: none"> - Regular monitoring of classrooms and school site (LT / Leadership duty rota) - Addendum to Behaviour Policy and communication of this to parents, pupils and staff (SMA) - Behaviour policy changes and lesson routines routines communicated to parents, pupils and staff (SMA). - Additional staff supervision of pupils during lesson changeovers / break times and before/after school (marshalls). - Process put into place for staff to report concerns and risks to senior leaders (SMA) - Incidents involving violent/aggressive behaviour including spitting are reported to the Health and Safety Team on an HS20 incident form (on the staff shared area) (SMA/HD) - A daily register is kept of each group including all staff/external staff who have been working with them (SMA) - Risk assessments are in place for pupils with known challenging behaviour and are reviewed as necessary (SMA) 	2	10	SMA
Pupils or staff become unwell at school with suspected COVID-19.	5	<ul style="list-style-type: none"> - Follow DFE guidance (SMA) - Ensure PPE available and isolation area (HD) - Clear protocol for staff to follow when responding to a potential infection (LWO) 	2	10	SMA

		<ul style="list-style-type: none"> - Accurate attendance registers for staff and pupils maintained. Seating plans in place, communicated and followed as part of classroom routines (SMA/NG/KBN) - Staff protocols, behaviour policy and lesson routines followed (SMA) - Cleaning protocol followed (HD) - SLT to contact the DfE helpline (on 0800 046 8687) if a member of staff/pupil has exhibited symptoms of COVID-19 or tested positive for COVID-19 and follow their guidance (FT/SMA) - Any case identified by Occupational Health as meeting the HSE RIDDOR reporting criteria will be shared with H & S who will deal with the reporting process (FT) 			
Staff and pupils experience anxiety, stress, depression or other mental health conditions.	5	<ul style="list-style-type: none"> - Staff are vigilant for uncharacteristic behaviour of pupils and colleagues (SMA) - Adapt curriculum to reflect emerging pupil welfare needs (PEW/DC) - Regular pastoral checks made of vulnerable and AEN pupils (SMA/DC) - School counselor and mental health team used to support individual staff and pupils. Occupational health referrals made as required (SMA/NG) - Staff are encouraged to discuss anxiety or COVID-19 concerns with a member of SLT, or through their H&S representative (Line managers) - Line managers check staff at regular intervals and provide additional support if required wherever possible (SLT) - FT liaises with the relevant team if there are unresolved COVID-19 concerns (FT) - Employees are kept updated and informed of changes as quickly and clearly as possible (FT) - Line managers are vigilant for uncharacteristic behaviour of staff (SLT) - Monitoring of staff workload (LT) - Flexible working practices are implemented as much as possible to promote good work/life balance for employees (SHG/FT/NG) 	2	10	FT/NG
Pupils are absent without explanation.	5	<ul style="list-style-type: none"> - Pastoral leaders contact parents/carers (SMA) - Escalation to safeguarding concern if contact cannot be made with parents/carers (SMA) 	2	10	SMA
Staff are absent (teaching or non-teaching)	4	<ul style="list-style-type: none"> - Normal staff absence procedure followed (HD) 	2	8	HD
Closing learning gaps that have developed during lockdown	5	<ul style="list-style-type: none"> - Curriculum plans to be adapted to support blended learning (PEW) - Tutoring programme (LWO) - Remote learning plan (KBN) 	2	10	PEW
Pupils are not well prepared for GCSE, BTEC and A level examinations in 2021	5	<ul style="list-style-type: none"> - Curriculum plans are adapted in line with Ofqual changes (PEW) - Increased time allocation in Yr13 teaching (PEW) - Yr11 after school and revision programme (PEW) - Yr11 tutoring programme (LWO) - Remote learning plan (KBN) 	2	10	PEW/FT

		- Review of Yr11 curriculum for each pupil (PEW)			
School is asked to close as part of a local lockdown	5	<ul style="list-style-type: none"> - Contingency plan developed and shared with stakeholder groups (FT) - Remote learning plan in place (KBN) - Curriculum planning is adjusted to ensure pupils continue to access the curriculum (PEW) - School to review risk assessment and protocols given DFE and LEA advice (FT) 	2	10	FT
Virus is spread through Aerosol generating procedures (AGPs)	5	- Specific risk relates to practices relating to resuscitation. First aiders to be provided with specific advice relating to actions should they need to resuscitate a person. (SMA)	2	10	SMA/ HD