

Southend High School for Girls

Delivering Education during the COVID-19 Pandemic from 1 September 2020 General Risk Assessment



What are the hazards?	Who might be harmed and how?	Inherent Risk if no controls Rating H,M,L? Section 5	What are you already doing? List the control measures already in place	Current Risk Rating after controls H,M,L? Section 5	What further action, if any, is necessary, what action is to be taken by whom and by when?	Action Target Date / complete date and signed.	Risk Rating once actions complete H,M,L? Section 5
<p>Section 1: Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Everyone on site.</p> <p><u>General transmission may occur:</u> Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	H	<ul style="list-style-type: none"> • Anyone feeling unwell or has someone in their household who is unwell informed not to attend school. • Social distancing maintained wherever possible between all adults on site and between pupil year groups. Consider the ability of certain students to do this. • Frequent handwashing and sanitising promoted. Everyone is responsible for meeting health and safety requirements including ensuring sanitising / washing hands on entrance and exit to the building and classrooms. • Hand sanitiser available in classrooms, shared spaces, entrance and exit points. • Frequent cleaning with disinfectant of surfaces that pupils touch. • Disposable tissues available in classrooms. • Bins for tissues emptied during the day. • A full-time cleaner has been appointed 	M	<ul style="list-style-type: none"> • Review COSHH assessment for hand sanitiser and cleaning materials as necessary. • Review bins on site, consider replacing with foot operated. • Continue communication channels to students, parents / carers and staff. • Carry out a health & safety inspection with the Union representatives on the inset day 1.9.20 for a final check. 	On-going	L

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			<p>to be on site all day.</p> <ul style="list-style-type: none"> • Annual service of all air conditioning units and recently disinfected. If available for use in classrooms will not be used for extra precaution. • Site team have been onsite and continued routine checks e.g. inspection of lifts, testing fire alarms and emergency lighting and water systems whilst observing social distancing measures. • Any contractors' risk assessments onsite will be reviewed to ensure social distancing is observed. • Staff, parents and visitors informed of the measures in place to reduce transmission. • Signage used to promote hygiene (respiratory and hand) and social distancing. • Continual review of cleaning schedules needed. • Constant replenishing of stocks of soap, hand sanitiser, tissues. • Open invitation to staff to walk around the school with the Headteacher/SLT member prior to students coming back to school to assist staff in planning their lessons and / or for reassurance as to the school's arrangements. • Discussion regarding the plans for reopening with Union representatives. 				

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			<ul style="list-style-type: none"> • All offices have been assessed for the maximum number of staff that can be in the office at any one time. Other staff will be able to use the hot desk space in the meeting room. • Unnecessary items and those items hard to clean removed from classrooms and learning environments. • Thorough cleaning of rooms at end of the day. • Ventilation in the building maximised by opening windows, doors or using appropriate ventilation units. • Visitors on site limited and access to building controlled. • Reception area safety measures e.g. Perspex on reception, hand washing stations and 2m floor markings • Ensure increased ventilation does not compromise safety and security. • Access points for visitors have been reviewed. • Visiting times are arranged to ensure that when visitors, suppliers, contractors, external partners are due on-site numbers where possible are minimised on site at any one time. • Fire safety procedures have been reviewed to ensure that any measures put in place do not compromise evacuation routes. 				

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			<p>thoroughly cleaned.</p> <ul style="list-style-type: none"> Where possible actions will be taken for behaviour management, to ensure social distancing is observed. <p>Amendments have been made to the school's Behaviour Policy to reflect COVID-19 safety practices.</p>				
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			<ul style="list-style-type: none"> • Catering staff to wear visors when serving food. • Preventing toilets from becoming crowded by allowing students to access them during lesson time. Washing of hands before use and after use is required. A one-in, one-out system to support social distancing. This includes both staff toilets and those used by pupils. • Provide disposable paper towels in toilets with large bin for disposal, no hand dryers. • A maximum number permitted will be displayed on staff rooms and offices to ensure 2m distancing is adhered to and reduce contact with colleagues. • Storerooms and cupboards accessed by one person at a time. • Tasks organised so that the shared use and passing of work equipment is limited. Work equipment to be cleaned before and after use. • Information sharing with contracted cleaning services to reduce exposure to COVID-19. • For Practical Rooms staff to wear visor and mask (will be provided) if it is necessary to walk around close to the pupils. Visors to be made available for all staff if wanted but need to provide own mask if want to wear. 				

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	<p>Staff and casualty.</p> <p><u>Transmission may occur when providing First Aid</u></p>	H	<ul style="list-style-type: none"> • Wash/sanitise hands before and after treating a casualty. • Wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit. • When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. • If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available. 	M	<ul style="list-style-type: none"> • Review Assessment of First Aid Needs. • First aiders instructed on the safe “donning and doffing” of PPE. • Maintain stocks of PPE. Where this is not available contact Local Resilience Forum/LA. 		L
<p>Resuscitation Council UK Statement: It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p>							

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	<u>Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.</u>	H	<ul style="list-style-type: none"> If a pupil is showing COVID-19 symptoms they should be taken to the Counselling Room by Reception and wait for their parents to pick them up. Increase ventilation in the Counselling Room by reception if possible. PPE provided for supervising adult. Fluid resistant surgical mask if a 2-metre distance cannot be maintained. Where contact with the pupil is needed: use fluid resistant surgical mask, disposable gloves and disposable apron. 	H	<ul style="list-style-type: none"> Maintain stocks of PPE. Where this is not available contact Local Resilience Forum/LA. Supervising adult instructed on the safe “donning and doffing” of PPE. Consider using first aiders to supervise to reduce numbers of staff who need access to PPE. 		L
	Staff and pupil. <u>Transmission may occur when staff administer medicines or supervise pupils who self-administer.</u>	H	<ul style="list-style-type: none"> Supervising staff to ensure 2m social distancing is maintained. 	M	<ul style="list-style-type: none"> Review medication plans to assess PPE requirements (if any) for staff administering medication. 		L
Section 2: Staff Wellbeing, Mental Health and safety.	Staff	H	<ul style="list-style-type: none"> An assessment of the availability of staff for all activities during the school day will be undertaken, including break supervision, to provide support for students with special or additional needs taking into account any staff 	M	<ul style="list-style-type: none"> Individual risk assessments carried out for staff at higher risk, as necessary. 		L

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			<p>underlying medical conditions (as defined in government guidance), staff who are subject to shielding or in a household where someone is shielding, staff who are self-isolating, and staff on maternity or other form of leave and will therefore not be available for work.</p> <ul style="list-style-type: none"> • Timetables have been set considering the plans for the subjects to be taught, the numbers of students and groups and which lessons or activities can be delivered in line with DfE Guidance. Considerations regarding which teachers are available. • Staff support, time and resources will need to be made available to make any necessary preparations. • Designated work spaces set out for social distancing prepared in the vicinity of faculty areas. In addition, staffroom and kitchen kept for making refreshments and well-being space. • Where possible, staff have been provided with extra / new offices. 		<ul style="list-style-type: none"> • Review arrangements, including the availability of supply staff to cover any vacancies or long-term absences. 		
Section 3: Students' Wellbeing, Mental Health and safety.	Students	H	<ul style="list-style-type: none"> • Individual risk assessments carried out for students at higher risk, as necessary. Meetings organised with vulnerable students with SLT Pastoral lead and the Headteacher. • Ensure students are informed in advance of bubbles/zones with a 	L	<ul style="list-style-type: none"> • Monitor vulnerable students. • Review the current risk assessments of any individual students, as necessary, if there 		L

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			colour coded map and video <ul style="list-style-type: none"> Use the first day back 2nd September (Year 7 and Year 12) and 3rd September (all year groups) to re-orientate in school within their zones. This will be achieved through tutor time and a walk through with their tutor and tutor group. Identify and support e.g. wellbeing checks. Ensure staff know name of DSL(s) and how to contact them each day for student referrals. 		is a need to change their provision due to COVID-19, in consultation with staff.		
Safety risk due to increased on-line screentime which may have been unmoderated and unfiltered increasing likelihood of exposure to threats or harms and wellbeing related issues.	Students	H	<ul style="list-style-type: none"> Update both parents and students regularly regarding online safety best practice. Remind staff of safeguarding policy and reporting routines. Clarify and advertise the safeguarding and support routes available to students, parents and carers. Provide support for students' wellbeing especially with increased screentime. Promote the safe use of new platforms e.g. Microsoft Teams and SMHW 	L	<ul style="list-style-type: none"> Continue raising awareness. Make provision for online/anonymous routes. 		L
There is an expectation that vulnerable children and young people will continue to attend educational provision,	Vulnerable children and young people	H	<ul style="list-style-type: none"> Vulnerable children are monitored. Review students with special/additional education and support needs. Review existing safeguarding/online safety and child protection policies. 	M	<ul style="list-style-type: none"> Vulnerable students may need additional/more intensive support upon return. Consider what are the implications for 		L

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where it is appropriate for them to do so.			<p>Conduct a gap analysis and actions. Be prepared for an increase in child protection referrals.</p> <ul style="list-style-type: none"> • Review the arrangements put in place. • Take steps to identify and support students being kept off school where domestic abuse or another safeguarding concern may be the barrier to their return. 		<p>continuing online learning for some students.</p> <ul style="list-style-type: none"> • Ensure students have equal and consistent access to learning, including those who may have been among the most disrupted by the partial closure. 		
Section 4: Transport		H	<ul style="list-style-type: none"> • Discuss transport arrangements with providers, LA and parents to ensure compliance with social distancing measures. • Provide parents with all up to date information from public transport and consortium buses. • Inform parents of arrangements for drop off collection procedures to reduce adult to adult contact if a student is ill. 	L			L
Section 5: Trips, clubs and after school activities		M	<ul style="list-style-type: none"> • Cancel trips and after school clubs and activities until at least half term. • Allow time for staff to support exam classes where necessary. 	L	<ul style="list-style-type: none"> • Continue to inform parents and communicate any changes to the policy especially after the first half term. 		L

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Section 6: Emergency evacuation		H	<ul style="list-style-type: none"> Evacuation points and procedures communicated and rehearsed on the first two days of term with all staff and students. 	L			L
Section 7: Responding to a confirmed case of COVID-19 in school		H	<ul style="list-style-type: none"> Follow PHE / DfE guidance Make contact with local PHE Engage with the 'track and trace' process Follow process of social distancing, PPE and specialised cleaning as stated page 12. The student and parents should be signposted to PHE policy and to take a test and self-isolate for 7 days. Any negative test means they can return earlier with PHE advice given. 	L			L
Section 8: Remote education contingency Plan		H	<ul style="list-style-type: none"> All staff have new laptops. The school is training staff with an external Microsoft Teams trainer. The school has subscribed to Show My Homework. Live lessons and online learning policy has been written to provide guidance for staff and students. Any local lockdown and remote learning will mean that SHSG can engage in online learning and live lessons where appropriate. 	L			L
Section 9: Catering		H	<ul style="list-style-type: none"> FSM are provided for. Students can order food in advance via their mobile phones. 	L			L

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			<ul style="list-style-type: none"> • Only cold food will be prepared. Parents have been advised to provide a packed lunch and a drink. • School fountains are out of bounds. 				

NB. Unions checklists have been included and union representatives have reviewed this risk assessment.

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
✓			✓		✓	✓

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm or ill health is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment

Signature of Assessor(s):
Print Name: Angela Clarke

Signature of Head teacher:
Print Name: Jason Carey

Date Assessed: 28.8.20

Review Date: 28.8.20

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.