

Southend High School for Girls

Delivering Education during the COVID-19 Pandemic from 24 June 2022 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 are informed not to attend school in line with government guidance – for those aged 18 and under if they feel unwell and have a high temperature, with COVID-19 or flu-like symptoms they should: <ul style="list-style-type: none"> • Try to stay at home, avoid contact with others and follow guidance gov.uk • Try to avoid going to school until they no longer have a high temperature and are well enough to return • Carry on attending as normal if they only have mild symptoms like a runny nose, sore throat or slight cough and otherwise feel well. • If they have had a positive test for COVID-19, they should: <ul style="list-style-type: none"> • Try to stay at home, avoid contact with others for 3 days and follow the guidance on gov.uk. 	M	<ul style="list-style-type: none"> • Continue communication channels to students, parents / carers and staff. 	On-going	L

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			<ul style="list-style-type: none"> • Try to avoid going to school, during this time, where they can • Go back after 3 days, but only if they no longer have a high temperature and feel well enough to do so. • For adults if test positive should stay at home and remain there for up to 5 days if they have either or both a positive test and temperature. After 5 days they come into school and if in communal areas / groups it is advised that they wear a face covering until day 10, please refer to government guidance. • For staff who have been in close contact with others with COVID-19, including family members who have tested positive, they no longer need to self-isolate and should attend work. • Social distancing maintained wherever possible between all adults on site. 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 				

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			classrooms, shared spaces, entrance and exit points. <ul style="list-style-type: none"> • Frequent cleaning with disinfectant of surfaces that pupils touch. • Disposable tissues available in classrooms. • Bins for tissues emptied during the day. • 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. • Union representatives engagement. • COSHH assessment for hand sanitiser and cleaning materials as necessary. • New bins purchased are foot operated to reduce risk of contamination. 				

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<p>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>Site related transmission may occur:</u> Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	H	<ul style="list-style-type: none"> • Students will not wait in corridors but will go directly into lessons to avoid congestion in corridors except Labs for safety reasons. • Thorough cleaning of rooms at end of the day. • Ventilation in the building by opening windows, doors or using appropriate ventilation units. • Reception area safety measures e.g. Perspex on reception. • Ensure increased ventilation does not compromise safety and security. • Access points for visitors have been reviewed. • Fire safety procedures have been reviewed to ensure that any measures put in place do not compromise evacuation routes. NOTE: in an emergency social distancing may not apply. Update Emergency Evacuation Procedures – Poster in classrooms. 	M	<ul style="list-style-type: none"> • 		L
<p>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</p>	<p>Staff and pupils</p> <p><u>Transmission may occur during learning activities and</u></p>	H	<ul style="list-style-type: none"> • There will be greater use of Microsoft Teams and SMHW. This is to reduce the amount of paper used and transferred between students and staff. • Amendments have been made to the school's Behaviour Policy to reflect COVID-19 safety practices. 	M	<ul style="list-style-type: none"> • Continual review of behaviour management plans and procedures to ensure inappropriate behaviour is dealt with in strongest possible terms to 	L	

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Exposure to COVID-19 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).	Staff and pupils <u>Transmission may occur through sharing spaces and equipment.</u>	H	<ul style="list-style-type: none"> • Will keep doors open to allow fresh air to flow through classrooms and reduce surface area interactions. • Washing of hands after use of toilets is required. • Storerooms and cupboards accessed by one person at a time. • Information sharing with contracted cleaning services to reduce exposure to COVID-19. • Visors to be made available for all staff if wanted but need to provide own mask if want to wear. • As part of our risk assessment we are following government guidelines <u>schools guidance.</u> <p><i>Prevention</i> In school, everyone must always: 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.</p>	M	<ul style="list-style-type: none"> • Contractors delivering services using school facilities, asked to provide copies of their risk assessment for managing exposure to COVID-19. 		L

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			<p>2) Ensure face coverings are used in recommended circumstances.</p> <p>3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.</p> <p>By following this system of controls, we will effectively reduce risks in school and create an inherently safer environment. Failure to follow school procedure will result in behaviour points for the student.</p>				
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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 	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 		L

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			ambulance and use compression only CPR until the ambulance arrives. <ul style="list-style-type: none"> If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available. 		not available contact Local Resilience Forum/LA.		
<p style="color: red;">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>							
	<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 Medical Room by Reception and wait for their parents to pick them up. Increase ventilation in the Medical Room by reception if possible. Once pupil has left premises the Medical Room should be disinfected with appropriate products. 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
	<u>Staff and pupil. Transmission may occur when staff administer medicines or</u>	H	<ul style="list-style-type: none"> Supervising staff to ensure 2m social distancing is maintained as far as possible. 	M	<ul style="list-style-type: none"> Review medication plans to assess PPE requirements (if any) for staff administering medication. 		L

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	<u>supervise pupils who self-administer.</u>						
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 underlying medical conditions (as defined in government guidance). 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. Staffroom and kitchen kept for making refreshments and well-being space. 	M	<ul style="list-style-type: none"> Individual risk assessments carried out for staff at higher risk, as necessary. Review arrangements, including the availability of supply staff to cover any vacancies or long-term absences. 		L
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. This will be achieved through tutor time and a walk through with their tutor 	L	<ul style="list-style-type: none"> Monitor vulnerable students. Review the current risk assessments of any individual students, as necessary, if there 	On-going	L

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			and tutor group. <ul style="list-style-type: none"> • 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

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There is an expectation that vulnerable children and young people will continue to attend educational provision, where it is appropriate for them to do so.	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. Conduct a gap analysis and actions. Be prepared for an increase in child protection referrals. • 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. 	M	<ul style="list-style-type: none"> • Consider what are the implications for continuing online learning for some students if return to extended remote learning. • Ensure students have equal and consistent access to learning, including those who may have been among the most disrupted by self-isolation. 		L
Section 4: Trips, clubs and after school activities		M	<ul style="list-style-type: none"> • After school clubs have been restarted, with hand sanitizers available and cleaning regimes in place. 	L	<ul style="list-style-type: none"> • Continue to inform parents and communicate any changes to the policy. 		L
Section 5: Emergency evacuation		H	<ul style="list-style-type: none"> • Evacuation points and procedures communicated and rehearsed with all staff and students. 	L			L
Section 6: Responding to a confirmed case of COVID-19 in school		H	<ul style="list-style-type: none"> • School to follow PHE / DfE guidance and contact local PHE as necessary. • School to follow cleaning process. • To mitigate risk of infection, students 	L			L

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			<p>and staff who test positive will continue to be advised to stay at home and avoid contact with other people – see Section 1 and record the result online using TestRegister for the school to monitor and to report the results to the NHS as necessary.</p> <ul style="list-style-type: none"> Although the school will no longer receive lateral flow test kits for staff and students, the education testing delivery channels will remain open so that staff and students of secondary age and above can access tests if needed to respond to local public health advice, in relation to outbreaks. Staff and students are also able to access test kits from their local pharmacy or online. The requirement for close contacts to self-isolate has now been removed. 				
Section 7: Remote education contingency Plan		H	<ul style="list-style-type: none"> All staff have laptops. The school has provided Microsoft Teams training. 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 	L			L

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			engage in online learning and live lessons where appropriate. See remote learning policy.				

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
Last Updated: 24.06.22

Review Date: 28.8.20
Last Updated: 24.06.22

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.