

Risk Assessment form									
Task/Activity: EWS Covid-19 Risk assessment					Date Assessed: Sep 2020				
Location: North/South site					Reviewed: Jan 2021				
Assessed by: SMU/MBN									
		NO CONTROL MEASURES			WITH CONTROL MEASURES				
Hazard/Risk	Persons at risk	Likelihood (1-5)	Severity (1-5)	Risk Rating	Controls in place	Likelihood (1-5)	Severity (1-5)	Risk Rating	Additional controls required
Contact with persons suffering from coronavirus on school premises	Staff/ Students / Visitors	3	5	15	<p>If an employee, pupil or known visitor tests positive for coronavirus, further advice will be sought from the local Health protection team. They will take over at this point.</p> <p>All staff, students and visitors should then be either sent home or advised to self-isolate in accordance with government advice.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned. These would include high contact areas such as toilets, door handles, telephones etc</p> <p>Staff who fall ill should inform the Headteacher by email and immediately return home.</p> <p>Shared spaces should be cleaned with disposable cloths and household detergents as per current recommended practise</p> <p>PPE available for all staff on request -</p>	1	5	5	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.

					This PPE is available at the main reception.				
Contact with persons who may have been exposed to coronavirus on school premises	Staff/ students /visitors	3	5	15	<p>Staff or students who are suspected to have coronavirus are to self isolate in accordance with the government guidance.</p> <p>While on school premises, affected student(s) are isolated from all others. They will be cared for by a first aider in the office near student services on north and south sites. All other first aid will be covered by the usual procedures</p> <p>Staff who fall ill should inform the member of the leadership team on duty by email and immediately return home.</p> <p>Other persons who may have been exposed to coronavirus must also be sent home and told self isolate</p> <p>PPE available for all staff on request - This PPE is available at main reception.</p> <p>Lateral flow testing of staff and students to be carried out by trained staff from the 11th January 2021. Consent required from parents and staff before this can be carried out. PPE to be provided for staff as required by their role. Staff have volunteered to be part of this process.</p>	1	5	5	

					<p>Staff can be tested weekly on request on days when this is being carried out</p> <p>During lockdown staff in key worker rooms wear masks and maintain distance from students as numbers grow more rooms to be designated to ensure students can social distancing. Hand sanitiser and wipes to be available in key worker rooms. Staff to have a break at break and lunchtime and not be responsible for supervision of students. ALT staff to supervise students at break and lunch. Any staff concerns to SMU who allocates the rota on a weekly basis</p>				
Preventing the Spreading and transmission of Covid 19 during school day including on arrival and departure	Staff/ Students /Visitors	3	5	15	<p>Logistics When students arrive in school staff will be on duty to ensure that students head directly to their bubble following any one way system that is in operation</p> <p>North Year 7 will be based in the LC impact room Year 8 will be based on Emily Skears block</p> <p>South Year 7 in H block Year 8 in F block.</p> <p>These students will only move from their bubbles for PE lessons and occasionally for DT and food practicals. This will only happen where the room has been cleaned</p>	1	5	5	

				<p>and sanitised first if a different year group had used it that day.</p> <p>At Break and lunchtimes students will be assigned specific areas</p> <p>North - Y7/8 Lower College field (Impact room if it rains) Year 9/10 Upper field (Lobb Gym if it rains) Year 11/12/13 Astroturf (Sports hall if it rains)</p> <p>South - Year 7 and 8 Astroturf (Impact room if it rains) Year 9/10 back field (upper college if it rains) Year 11/12/13 - Area in front of the tennis courts (sports hall if it rains)</p> <p>All areas will be cordoned off by cones so that year groups are segregated Lunch break will be split and a slightly early finish to the school day to reduce morning break (students only move in Years 9,10 11, 12 and 13). Students will eat lunch in separate venues.</p> <p>North Y7/8 - Lower College Year 9/10/11 - Canteen</p> <p>South Year 7/8 - Lower College Year 9/10/11 - Canteen/Bistro Extra picnic tables to be added so students can eat lunch outside</p>				
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				<p>Class seating plans to be re-organised to ensure students are facing forward. Each year group will be assigned a set of toilets</p> <p>North Y7 – Lower college Y8 – Emily Skears – Art Y9 – English Y10 – Maths Y11 – PE</p> <p>South Y7 – H Block Y8 – F/E Block Y9 – C Block Year 10 – A block PE Year 11 – A block Hums Post 16 - Lower College</p> <p>Face Masks/Visors</p> <p>Students and staff must wear a face mask/covering or visor in all indoor communal areas from Monday 9th November 2020. These include corridors, queueing for food in the canteen, husbands hall (north) and upper college (south). They can choose to wear them in lessons, staff should wear them if they have to move around the class and are not teaching from the front at a safe distance</p> <p>Staff</p>				
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					<p>Staff meetings to be done on google or possibly sports hall</p> <p>Staff not to congregate in the staff room in large groups</p> <p>Staff room - where possible staff to bring in their own tea/coffee extra wipes and cleaning products will be placed in staff room</p> <p>All staff to ensure they sign in and out of the building each day using their own pen</p> <p>Staff CPD through google meet</p> <p>If staff or student calls in ill with suspected coronavirus symptoms , all students and staff members having had contact with that person are told to isolate until tests are carried out.</p> <p>Staff to remain two metres apart from students where possible. If they approach a student within this distance it should be for no more than 15 seconds and they should try not to talk directly at them</p> <p>Canteen and Reception areas to be fitted with perspex screens to protect staff</p> <p>Staff to wear masks in communal areas, all staff have been given visors that they can wear in addition to masks or instead of the mask. This will protect eyes. The school is recommending masks for preventing the spread and visors for eye protection.</p>				
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					<p>Staff who are medically exempt if possible can and should wear visors.</p> <p>Students Students will be advised where they will be based - where possible there will be one way systems in blocks. Assemblies will not take place for the time being Hand sanitiser stations placed around each site as follows: North - main entrance to school Outside LC impact room In food/It corridor At external entrance to Post 16 ICT room Outside M6 At bottom of both Science stairs and between S7 and S8 In entrance to English by courtyard Outside the hub At entrance to the Willison Centre South - main entrance to school At the top of A block by SMU office at the bottom of B block stairs At the entrance of C block Outside Library in English block between F block and upper college corridor between bistro and canteen in lower college entrance in student services</p>				
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					<p>In entrance to H block</p> <p>Contractors Any contractors on site will have completed their own risk assessment based on government advice and guidelines</p> <p>Communication Posters placed around school – Catch it – kill it – bin it Advice on website</p> <p>Hygiene Staff have cleaning equipment in rooms - clean and disinfect regularly used surfaces. Clean computer keyboards after use. KS4/5 Students will be responsible for wiping down their own workspace after use. Do not touch your eyes, nose and mouth if your hands are not clean</p> <p>Doors propped open Windows open to allow for ventilation</p> <p>Staff and students to avoid contact with anyone who is unwell PPE available for all first aiders and any students who display symptoms (Face masks with visors and gloves)</p>				
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				<p>The school will not routinely monitor temperatures in line with guidance from Ellis Whittam (H&S advisors)</p> <p>Each classroom to have tissues to catch it and bin it should they sneeze or blow their nose - these bins will be emptied as a minimum twice daily, once at allotted morning break time and then again at the end of the day.</p> <p>Water fountains will not be in use for students</p> <p>Students should fill their bottles of water before they come to school and should not share bottles.</p> <p>Air conditioning - Where rooms have air conditioning staff must not use this and rely on natural ventilation.</p> <p>Education Visits No educational visits will be planned for the Autumn Term</p> <p>Extra Curricular Extra curricular activities will be introduced slowly but these will be in year group bubbles</p> <p>Curriculum</p> <p>Individual departments have their own risk assessments</p>				
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				<p>PE - students will come into school in their PE uniform and remain in this all day to avoid the use of changing areas PE curriculum has been altered as per the guidance to avoid contact sports Equipment will be wiped down after use</p> <p>Drama - room on North to be changed to ensure it is well ventilated. No singing/chanting</p> <p>Music - Equipment for year 7 & 8 will be in their areas and only used within bubbles No singing KS4 equipment to be cleaned after use</p> <p>Dt/food/art KS3 lessons will be in base areas only use a specialist area when necessary. Equipment will be cleaned after each use</p> <p>KS4/5 equipment to be cleaned after each usage. KS4/5 students will wipe down their work area after each lesson and teachers will also wipe down any shared areas they use such as remote controls for projectors.</p> <p>IT - KS3 lessons to become wellbeing lessons. KS4/5 - where the timetable permits rooms to be designated for year group</p>				
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					<p>use, where this is not possible then equipment to be cleaned in between usage.</p> <p>Science - see separate risk assessments for experiments/ non alcoholic hand sanitiser</p> <p>Catering - Staff to be trained on H&S re: Covid 19. Canteens to have perspex near till points Students names used instead of thumb prints</p>				
Contraction or transmission of Coronavirus on transportation to and from school on coaches & mini buses	Students who travel by school bus or public transport	3	5	15	<p>Coach company cleaning of vehicles Bus company to ensure students are seated accordance to guidance following on 8/7/20. Masks are now mandatory from 9/11/20 Then followed by above instructions for arrival on site: When students arrive - staff will be on duty to ensure students enter the building safely and go straight to their designated rooms, following any one way system that is in operation. Students wash / sanitise hands on arrival at school and regularly throughout the day. All the coaches are fogged every evening All students are required to wear a face</p>	1	5	15	

					mask whilst on the coach. The coaches are also mopped and wiped down during the day with disinfectant				
Managing the arrival of visitors coming in and addressing unwanted contact with these people		3	5	15	Visitors (by appointment only) sign in to reception, complete the COVID form and use hand sanitising facilities before being allowed access to further areas. All visitors to follow social distancing at all times, following one way systems when accessing relevant areas. SMU and MBN only to give permission for all visitors on site	1	5	5	
Teacher contact with multiple children across year groups (bubbles)	Teachers and TAs	3	5	15	Staff can operate across multiple year groups and classes. (Refer to government guidance 3/7/20) Staff will be informed of arrangements in July 2020 and there will be opportunities to seek clarification. Training will take place on cleaning protocols, hygiene practices and social distancing for all staff as appropriate Testing facilities and advice will be available to all staff. EWS will track staff absence to learn from any trends that may emerge related to Covid 19 Specific risk assessments will be applied to individual staff, either in school or returning to work, as appropriate. These will be revisited in November 2020	1	5	15	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

					<p>Year 7/8 will remain in specific areas staff move.</p> <p>Staff will remain in classes for KS4/5 -</p> <p>Risk will be mitigated using one way systems.</p> <p>No bells in between lessons.</p> <p>Staggered lunches</p> <p>Hand Sanitizer available all around the site</p> <p>Familiarisation of site and routes</p> <p>Teachers to leave once they have dismissed classes to avoid movement with them</p>				
BAME staff	BAME staff	3	5	15	<p>Staff from a BAME background have been considered when reaching conclusions in the risk assessment under the 2010 Equality Act. Individual staff will have risk assessments if required and have been consulted on this. They have access to this document and the right to make representations regarding any aspect of this document to the Headteacher or Governing body of EWS. BAME staff will be approached to see whether they require a separate risk assessment.</p>	2	5	10	https://www.bameednetwork.com/wp-content/uploads/2020/05/BA-MEed-Network-Schools-and-Covid-19-guidance-for-BAME-staff-and-their-employers-2.pdf
Individual Risk assessments	Staff with pre-	3	5	15	<p>Staff that have concerns that they may be clinically vulnerable or have pre-existing health conditions to receive an individual</p>	2	5	10	

	existing health conditions or concerns				risk assessment from SMU if they wish. Staff have been consulted on this				
Safeguarding vulnerable students	Identified students	3	4	12	<p>To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are:</p> <p>At risk of exclusion</p> <p>In need of early help</p> <p>Have additional needs such as behaviour, sensory impairment etc.</p> <p>Exhibiting mental health and well-being issues</p> <p>In need of bereavement counselling</p> <p>Meeting the social care thresholds</p> <p>MBN/HBT to work with Pastoral/Inclusion team to develop a clear, focused mental health and wellbeing strategy. Mental Health leads and first aiders trained and supporting children as required from Nov 2020</p> <p>Identify vulnerable students, develop support strategies and update the vulnerable tracker</p>	1	4	4	

					<p>Contact LA and external agencies to provide updates and liaise over identified students with EHCP/CIN/CP/EHA or other tier 3 support</p> <p>Develop/update student care plans</p>				
Lockdown specific risk assessment									
<p>Key worker vulnerable student provision</p> <p>Key stage 3 and 5 students split in different areas</p>	Staff and students	3	5	15	<p>Key stage 3</p> <p>A block North</p> <p>Lower college South</p> <p>Key stage 4</p> <p>Library North x 3 spaces (main library/Post 16 rooms and library space)</p> <p>B Block South</p> <p>Students will be facing their computers in order to participate in lessons – this is safer for staff as facing away.</p>	2	5	10	Risk assessments available for individual staff/ Lateral flow testing also taking place.

					<p>Safe for students as in rows but just not facing the front.</p> <p>Maximum in each space 15. If numbers more than this then additional rooms to be opened up. (except library where there are already 3 rooms.</p> <p>Doors and windows to remain open so that rooms are well ventilated.</p> <p>Hand sanitiser and disinfectant in each room.</p> <p>Teachers to stay 2m away as per normal guidance.</p> <p>Each room is in a key stage bubble.</p> <p>Students bringing their own lunch no canteen facilities open</p>				
Lateral Flow Tests	Staff, students, volunteers	3	5	15	<p>Testing rooms designed according to Government guidance.</p> <p>In and out access to rooms, well ventilated spaces.</p> <p>All testers trained specifically and approved following the Government guidance.</p>	1	5	15	

					<p>Areas to put on PPE and take off PPE –to avoid cross contamination</p> <p>All testers wearing suitable PPE as per Government guidance.</p> <p>Waste disposed as per Government guidance.</p> <p>Each test station to be cleaned after use.</p> <p>Testers to follow cleaning instructions after each test such as changing gloves, wiping down etc as per the guidance.</p> <p>Testers/people being tested all remaining 2 m apart. Other than registration desk where there is a Perspex screen.</p> <p>Perspex screens in front of each station to avoid cross contamination and infection spreading.</p>				
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Risk Rating Indicator Key

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)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK RATING PRIORITY INDICATOR 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
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-10	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so