

Risk Assessment form									
Task/Activity: EWS Covid-19 Risk assessment									
Location: North/South site					Date Assessed: August 2021				
Assessed by: SMU/MBN					Reviewed: January 2022				
		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.</p> <p>Only the infected person will be sent home as per the advice from the Government.</p> <p>Parents/staff will be informed.</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 - This PPE is available at the main reception.</p>	1	5	5	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.

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 confirmed to have coronavirus will need to self isolate in accordance with the government guidance.</p> <p>From the 1st September 2021 all students and staff can wear masks in all indoor enclosed areas, such as corridors and the canteen but this is no longer compulsory. Students will no longer be expected to wear masks in the classroom, however this is under constant review and any local or national changes to the data may lead to a change to this policy. Any staff or students with medical exemptions will not need to wear a mask.</p> <p>October 21 all students and staff MUST wear masks in all indoor enclosed areas, such as corridors and the canteen. From January 2022 this includes the wearing of masks by students in lessons apart from students with medical exemptions</p>	1	5	5	
Preventing the Spreading and transmission of Covid 19 during school day including on arrival and departure	Staff/ Students /Visitors	3	5	15	<p>Logistics</p> <p>When students arrive in school staff will be on duty to ensure that students head directly to their areas following any one way system that is in operation</p> <p>North</p> <p>Year 7 will be based in the LC impact room for academic subjects</p> <p>South</p> <p>Year 7 in H block for academic subjects.</p>	1	5	5	

					<p>These students will only move from their bubbles for PE lessons, some science lessons, Art, DT and food.</p> <p>At Break and lunchtimes students will be assigned specific areas North - Y7/8 Lower College field (Impact room if it rains) Year 9/10/11/12/13 Upper field Astroturf (Sports hall if it rains) South - Year 7 and 8 Astroturf (Impact room if it rains) Year 9/10 ,11/12/13 – Back field and Area in front of the tennis courts (sports hall if it rains)</p> <p>Extra picnic tables to be added so students can eat lunch outside Class seating plans to be re-organised to ensure students are facing forward. Each year group will be assigned a set of toilets North Y7 – Lower college Y8 – Emily Skears – Art Y9 – English Y10 – Maths Y11 – PE South Y7 – H Block Y8 – F/E Block Y9 – C Block</p>				
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					<p>Year 10 – A block PE Year 11 – A block Hums Post 16 - Lower College</p> <p>Face Masks Staff can still wear a face mask/covering in all indoor communal areas such as the staff room and teaching rooms. All staff need to maintain good ventilation in classrooms by opening windows and doors</p> <p>October 21 all students and staff MUST wear masks in all indoor enclosed areas, such as corridors and the canteen January 2022 this includes the wearing of masks by students in lessons apart from students with medical exemptions</p> <p>Staff Staff meetings to be in staff room for briefings/impact room/husbands hall or gym to allow for social distancing. October 21 all students and staff MUST wear masks in all indoor enclosed areas, such as corridors and the canteen. January 2022, staff do not have to wear masks if distanced at the front of the class but should wear them if working</p>				
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					<p>near children and moving around the classroom</p> <p>All staff to ensure they sign in and out of the building each day using the new inventory system, Staff CPD as above for staff meeting. If staff member calls in ill with suspected coronavirus symptoms ,they need to do a test. No one else needs to isolate.</p> <p>Canteen and Reception areas to be fitted with perspex screens to protect staff</p> <p>Students Students will be advised where they will be based - where possible there will be one way systems in blocks. Assemblies will take place, however external doors must be kept open to allow for ventilation. 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</p>				
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					<p>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 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 wipes in rooms - clean and disinfect regularly used surfaces. Clean computer keyboards after use. Do not touch your eyes, nose and mouth if your hands are not clean</p>				
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					<p>Doors propped open for all classrooms and windows must be open to allow for ventilation</p> <p>Each classroom to have tissues to catch it and bin it should they sneeze or blow their nose. Water fountains will be in use for students to fill their bottles.</p> <p>Air conditioning - Where rooms have air conditioning staff must not use this and rely on natural ventilation.</p> <p>Education Visits Visits can be planned according to current guidance.</p> <p>Extra Curricular Extra curricular activities will be introduced slowly and registers taken.</p> <p>Curriculum Lessons to resume to normal, however cleaning equipment will be available in each room.</p> <p>Music – use of wind instruments is restricted unless students have their own.</p>				
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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	Coach companies will follow guidance relevant to them.	1	5	15	
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 one way systems when accessing relevant areas.	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. 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. Risk will be mitigated using one way systems. No bells in between lessons. Staggered lunches Hand Sanitizer available all around the site Familiarisation of site and routes	1	5	15	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

					Teachers to leave once they have dismissed classes to avoid movement with them				
BAME staff	BAME staff	3	5	15	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.	2	5	10	https://www.bameednetwork.com/wp-content/uploads/2020/05/BAMEd-Network-Schools-and-Covid-19-guidance-for-BAME-staff-and-their-employers-2.pdf
Individual Risk assessments	Staff with pre-existing health conditions or concerns	3	5	15	Staff that have concerns that they may be clinically vulnerable or have pre-existing health conditions to receive an individual risk assessment from SMU if they wish. Staff have been consulted on this	2	5	10	
Safeguarding vulnerable students	Identified students	3	4	12	To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are: At risk of exclusion In need of early help	1	4	4	

					<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 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> <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>				
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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> <p>Testers 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>	1	5	15	Risk assessments available for individual staff/ Lateral flow testing also taking place.
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					Perspex screens in front of each station to avoid cross contamination and infection spreading.				
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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

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
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3. Even chance / may happen
4. Likely
5. Almost certain / imminent

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