

Fire and Risk Management Services

Risk Assessment Form

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| Assessor: Martin Henton/ Joanne Christopher | | Date: 26th May 2020 | | Activity: Operating School for Year 10 Students and Key Worker children COVID19 | | Location: The Bishop of Hereford's Bluecoat School | |
| Standard of dress for activity (if relevant) | | PPE required: Disposable Gloves, Aprons, Face masks, Goggles* | | Other equipment used during activity: Cleaning equipment + bleach based cleaning products | | | |
| Persons exposed (please tick): | | Employees | <input checked="" type="checkbox"/> | Students | <input checked="" type="checkbox"/> | Public | <input type="checkbox"/> |
| | | Others | <input checked="" type="checkbox"/> | Expectant Mothers | | <input type="checkbox"/> | |
| Hazards Identified – Guidance Note: Look at the activity and identify hazard(s), tick if present and significant . If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present. | | | | | | | |
| Physical Injury Hazards | | Physical Agents and Hazardous Substances | | Miscellaneous | | | |
| Hit by moving vehicles | | Hazardous substances | <input checked="" type="checkbox"/> | Display Screen Equipment | | | |
| Contact with moving part of a machine | | Micro organisms | <input checked="" type="checkbox"/> | Hot work/fire hazards | | | <input checked="" type="checkbox"/> |
| Hit by moving materials/substances i.e. water | | Ionising radiation | | Vibration | | | |
| Fall(s) from height | | Noise | | Restricted access | | | |
| Slips, trips and falls from the same level | | Pressure systems | | Manual handling | | | |
| Contact with/ use of live electrical equipment | | Ultraviolet light | | Lone working | | | |
| Contact with cold objects | | Lasers | | Confined spaces | | | |
| Contact with hot objects | | Flammable liquid/solids | | Waste produced by activity | | | <input checked="" type="checkbox"/> |
| Contact with sharp objects | | Extremes of Temperature | | Stress | | | <input checked="" type="checkbox"/> |
| Impact with objects | | | | Posture | | | |
| Physical attack | | | | Unauthorised entrance to site | | | <input checked="" type="checkbox"/> |
| Finger "nips" | | | | | | | |
| Danger to others from failure of Students/ parents to comply with safety instructions from staff | <input checked="" type="checkbox"/> | | | | | | |
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| Activity/Task/ Risk From | Hazard | Persons at Risk | Existing Control Measures | S | L | R | Res | Further Control Measures required | Date further measures completed by |
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| Students & staff with prior medical conditions deemed as 'Clinically extremely vulnerable'. | 1. Persons with prescribed medical conditions and deemed as 'clinically extremely vulnerable' are more at risk from COVID19 effects | Students /Staff | <ol style="list-style-type: none"> 1. Students and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are advised to shield & not attend school settings; 2. If a student or staff member lives in a household with someone who is deemed extremely clinically vulnerable, it is advised they only attend a school setting if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions. If stringent social distancing cannot be adhered to, those individuals should not attend School; 3. A student or a member of staff who lives with someone who is clinically vulnerable (<u>but not clinically extremely vulnerable</u>), including those household members who are | 3 | 3 | 9 | M | 1. Where genuine confusion exists in determining whether a child or staff member is deemed an extremely clinically vulnerable person, a copy of the DoH notification letter should be provided to the Headteacher; | |

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| | | | pregnant, can attend their School setting. | | | | | | |
| Persons entering site with COVID19 symptoms | 1. Transmission of COVID19 to the School community. | Students / Staff/ Visitors | 1. Staff, students and visitors must not attend if they have symptoms or are self-isolating due to symptoms in their household; 2. School settings do not need to take student's temperatures every morning, but temperatures will be taken daily of both staff, students and visitors. 3. Disposable face masks, aprons and gloves are available to be worn by both staff, students and visitors. | 4 | 2 | 8 | M | 1. Remind parents & staff that the 7-day self-isolation period for persons displaying symptoms is still current. Household members need to isolate for 14 days. 2. Any staff member, student or visitor presenting with a temperature above 38.0 will be requested to leave site. | |
| COVID19 virus being accidentally brought onto the site. | 1. Transmission of COVID19 to the School community; 2. Some BAME Students & staff members are statistically at higher risk. | Students / Staff/ Visitors | 1. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered; | 4 | 2 | 8 | M | 1. Where settings can keep students & staff in those small groups 2 metres away from each other, they should do so. Brief, transitory contact, such as passing in a corridor, is low risk; | |

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| | | | <p>2. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach;</p> <p>3. Cleaning frequently touched surfaces e.g. books, keyboards, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal using standard products, such as detergents and bleach;</p> <p>4. Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times);</p> <p>5. In the School Reception area, mark out a 2-metre exclusion zone for any visitors to remain behind OR use barrier screens whilst dealing with staff and visitors;</p> <p>6. Classes should normally be split in half, with no more than 25% of the Years 10 &</p> | | | | | <p>2. Determine which lessons or classroom activities can take place outdoors;</p> <p>3. Adjusting the timetable and selection of classroom or other learning environment to reduce movement around the school building;</p> <p>4. Keep small groups of students together throughout the day whenever possible and to avoid larger groups of students mixing;</p> <p>a. Keep students in the same small groups at all times each day, and different groups are not mixed during the</p> | |
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| | | | <p>12 students attending School on any session. This 25% limit also includes KW Parent children & vulnerable children from those Year Groups. All other Year Group KW Parent children and vulnerable children are not included in this 25% limit;</p> <p>7. Ensure that, wherever possible, students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.</p> <p>Students to remain in the same groups and seating students at the same desk each day if they attend on consecutive days. Different groups must not play sports or games together;</p> <p>8. If a student becomes unwell with symptoms of coronavirus while in their school setting and needs</p> | | | | | <p>day, or on subsequent days;</p> <p>b. Equipment that is used, is appropriately cleaned between groups of students using it, & that multiple groups do not use it simultaneously – if it cannot be appropriately cleaned it should not be used;</p> <p>5. Removing unnecessary items from classrooms and other learning environments, where there is space to store it elsewhere, to improve space between students/ staff;</p> | |
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| | | | <p>direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn; In the absence of an apron, the staff member must return home and wash clothes immediately</p> | | | | | <p>6. Bins for tissues are emptied throughout the day.</p> | |
| | | | <p>9. Sufficient handwashing facilities to be available. Where a sink is not nearby, hand sanitisers will be provided in classrooms settings;</p> | | | | | | |

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| | | | <p>10. Ensure that all adults and students are aware to:</p> <ul style="list-style-type: none"> a. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. b. Clean their hands on arrival at the School, before and after eating, and after sneezing or coughing; c. Encouraged not to touch their mouth, eyes and nose; d. Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'); e. Ensure that help is available for Students who have trouble cleaning their hands independently; <p>11. Maximise natural & mechanical ventilation throughout the school/setting. Any doors wedged open must be managed e.g. not left open when area is</p> | | | | | | | |
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| | | | <p>unoccupied; windows to be opened when appropriate but managed when the classroom is not attended</p> <p>12. Accessing Classrooms directly from outside where possible * See local signage at the School;</p> <p>13. Stagger the following activities so that all students are not moving around the school at the same time:</p> <ul style="list-style-type: none"> a. No assemblies to take place during the Summer term; Will review for Autumn term. b. Break times including lunch. c. Drop-off & collection times; d. Implement one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the School setting where spaces are accessed by corridors; | | | | | | |
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| | | | <p>e. Monitor that toilets do not become crowded by limiting the number of students who use the toilet facilities at one time;</p> <p>14. Parents/ Carers notified that if their child needs to be accompanied to the School setting, only one parent/ carer should attend;</p> <p>15. Parents/ Carers and students are notified of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use);</p> <p>16. Stagger the use of staff rooms and offices to limit occupancy to maintain social distancing. Remind staff to maintain social distancing in WC's e.g. one person in at a time;</p> | | | | | | |
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| | | <p>17. Using packaged meals or similar to avoid opening canteens. If required, deliver the packaged meals to the Class area;</p> | | | | | | | | | |
| | | <p>18. Minimise the amount of shared resources taken to home off the School site & limit exchange of take-home resources between Students and staff;</p> | | | | | | | | | |
| | | <p>19. Floor tape or paint to mark areas to help staff keep to a 2-metre distance in Offices, Staff rooms. PPA work in a common area should be avoided unless workstations & shared equipment can & must be cleaned in between users;</p> | | | | | | | | | |
| | | <p>20. If staff meetings are necessary, keeping all attendees 2 metres apart, ensure they do not share objects, such as pens and paper, and have hand sanitiser accessible.</p> | | | | | | | | | |

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| Transport & journeys to/ from School | 1. Transmission of COVID19 to the School; | Students / Staff/ Others | <p>1. School Management encourages students to walk or cycle to their school where possible;</p> <p>2. School Management will ensure that transport arrangements cater for any changes to start and finish times;</p> <p>3. School Management will get written assurance that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus;</p> <p>4. When using minibuses/ coaches:</p> <p>a. Substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers;</p> | 4 | 2 | 8 | M | School Minibuses should not use 'face to face' seating layouts. | |
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| | | | b. Cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out. | | | | | | |
| Pupil/ Child or adult displays COVID19 symptoms whilst at School. | 1. Transmission of COVID19 to the School community. | Students / Staff/ Others | <p>1. If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance;</p> <p>2. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people;</p> | 4 | 2 | 8 | M | <p>1. Cleaning of the area(s) concerned is covered by a Post-COVID19 Infection Risk Assessment;</p> <p>2. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.</p> | |

[illegible]

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| | | | <p>unwell with a new, continuous cough or a high temperature, <u>they do not need to go home unless they develop symptoms themselves</u> (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people;</p> <p>7. All staff and Students who are attending a school setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario;</p> <p>8. Where the student or staff member tests negative, they can return to their setting</p> | | | | | | |
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| | | | <p>and the fellow household members can end their self-isolation;</p> <p>9. Where the student or staff member tests positive, the rest of their Class or group within School should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> | | | | | | |
| Stress upon staff members | <p>1. Roles may be overlapping with greater demands in shorter term;</p> <p>2. Parents may make increased demands upon staff;</p> <p>3. Stress Pressures may be exerted upon staff members from other sources e.g.</p> | Staff | <p>1. Prioritisation of important tasks for the School community for that day/ week;</p> <p>2. Regular feedback & updates for remaining staff as a group activity;</p> <p>3. Staff kept informed of developments before Students/ children & parent community;</p> | 3 | 3 | 9 | M | Minimise/ only essential contact with staff members outside working hours. | |

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| | family members classed as Vulnerable or isolated. | | 4. Staff aware of need to report concerns to School Management; | | | | | | |
| | | | 5. Governing Body aware of the need to support Headteacher & Leadership Team. | | | | | | |

S (Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H

| Assessment authorised by Headteacher | | | |
|---|---------------------|---|---|
| Print Name: M. HENTON. | | Signature: M. Henton | |
| | | Date: 2.6.20 | |
| RISK RATING SCORE | RESIDUAL RISK LEVEL | MANAGERIAL ACTION | RISK RESULT |
| 1 - 5 | L - LOW | Monitor, no action normally required | Acceptable = Risk Level & Controls Acceptable |
| 6 - 10 | M - MEDIUM | Attempt to improve controls so far as is reasonably practicable | |
| 11 - 25 | H - HIGH | Priority action to be taken to apply control measures | Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required |
| The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary. | | | |
| Assessment Review | | | |
| Reviewed by: | | Review date: Daily/ Weekly | Existing risk assessment valid? (Y/N): |

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| Has the activity changed? (Y/N): | How: | New controls: |
| Have new equipment or materials been introduced? (Y/N): | What: | New controls: |