

## RISK ASSESSMENT

<b>NAME: Highdown School and Sixth Form Centre</b>	
<b>Activity / Environment Description: Social Distancing on Site</b>	<b>Date of Assessment: 11.06.20</b> Updated
<b>Assessed by (name): Dorothy Company</b> <b>Approved by (name):</b>	<b>Date of Review: 02.09.2020</b>
<p>The following risk assessment has been developed in consideration of GOV.UK guidance - <a href="#">Coronavirus (COVID-19): implementing social distancing in education and studentcare settings (1 June 2020)</a></p> <p>The following considers social distancing measures identified and should be viewed in addition to government guidance issued.</p> <p>All staff should follow the government hierarchy of controls when undertaking activities and when developing associated risk assessments. These are:</p> <ul style="list-style-type: none"><li>• minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend studentcare settings, schools or colleges</li><li>• 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</li><li>• ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach</li><li>• cleaning frequently touched surfaces often using standard products, such as detergents and bleach</li></ul> <p>minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break</p> <p>Always make sure everyone is washing their hands with soap and water for at least 20 seconds across the school day, particularly:</p> <ul style="list-style-type: none"><li>• After coming into school</li><li>• After break times</li><li>• After sneezing or coughing</li><li>• Before and after handling or eating food</li><li>• After going to the toilet</li></ul>	

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Ref No	Hazard Possible contamination and spread of the virus in the following settings	Who is at risk? (students, staff, visitors)	Control Measures	Comments and Actions
1	Movement around the school site.	Staff, Students, Visitors	<ul style="list-style-type: none"> <li>• A one way map has been published to all staff outlining how to access all buildings using the one way system. This will help to reduce the risk of congestion in corridors and eliminate pinch points around the site.</li> <li>• Sanitising stations have been placed on entrance points to the buildings to allow staff and students who haven't stopped at reception upon arrive to sanitise before entering.</li> </ul>	<p>ASG to issue directives to staff</p> <p>Non compliance to be highlights to SLT</p>
2	Meetings, Visitors and Communications	students, staff, visitors	<ul style="list-style-type: none"> <li>• All meetings to be held remotely where possible.</li> <li>• No onsite meetings to take place unless deemed to be business critical*.</li> <li>• All meeting organisers to request, receive and assess completed <a href="#">visitor checklists</a> for each attendee prior to arrival.</li> <li>• On site meetings to follow <a href="#">social distancing guidelines</a> of 1m spacing using suitably sized meeting space with adequate ventilation.</li> <li>• All meetings to have hand sanitisers and wipes available.</li> <li>• Discourage parents from gathering at school gates.</li> <li>• Internal Communications predominantly by phone or email between departments</li> <li>• Faculty meetings by Teams or using large classrooms. Faculty rooms are not allowed to be used for this purpose</li> </ul>	<p>ASG to issue directives to staff</p> <p>Non-compliance to be highlighted to SLT</p>

3	Classroom and Resources	students, staff, visitors	<ul style="list-style-type: none"> <li>• Class sizes reflect the numbers of teaching / support staff available to allow social distancing to be managed effectively.</li> <li>• Keep Students at their desks, away from each other, for as much of the school day as you can,</li> <li>• Avoid any group activities that requires Students to be in close physical contact with each other, such as certain sports and breaktime activities.</li> <li>• Wipers and Tissues placed in classrooms for staff and students to use as advised</li> <li>• All staff issued with a personal stationery pack to avoid sharing</li> <li>• Access to faculty rooms only to access resources</li> </ul>	<p>Rooms marked with maximum capacities</p> <p>ASG to issue directives to staff</p> <p>CLs to monitor faculty rooms and number of staff in there at any on time</p> <p>Non-compliance to be highlighted to SLT</p>
4	Break and lunchtime arrangements	students, staff, visitors	<ul style="list-style-type: none"> <li>• Stagger lunch times, break times, and the movement of Students around the school, to reduce large groups of Students gathering. Students to eat in classrooms where possible</li> <li>• Staff to remain in bubbles and not to use staffroom for break or lunch</li> <li>• Staffroom kitchen is only available to refill water bottles and only one person at a time</li> <li>• Staff lunch times to be staggered where possible and meeting rooms to be used where social distancing cannot be achieved in staff areas.</li> <li>• Avoid any group activities that requires Students to be in close physical contact with each other, such as certain sports and playground games.</li> </ul>	<p>ASG to issue directives to staff</p> <p>Non-compliance to be highlighted to SLT</p>
5	Cleaning	students, staff, visitors	<ul style="list-style-type: none"> <li>• Housekeeping following social distancing protocols and working hours outside of staff and Student attendance hours.</li> <li>• Estate Team to maintain distance from housekeeping and staff and Students during school hours</li> </ul>	<p>Non-compliance to be highlighted to SLT</p>
6	Interventions	students, staff, visitors	<ul style="list-style-type: none"> <li>• Risk assessment of individual Students to be undertaken where likelihood of need for physical intervention is deemed high.</li> <li>• Vulnerable students going to STAR, Students will be kept in year group bubbles by allocating them to one of three spaces. Guidelines for STAR have been issued specifically by AHT for inclusion</li> </ul>	<p>ASG to issue directives to staff</p> <p>ASG to issue directives to staff</p> <p>Non-compliance to be highlighted to SLT</p>

7	Toilets and washing facilities	students, staff, visitors	<ul style="list-style-type: none"> <li>• Only one Student at a time to access toilet facilities and</li> <li>• Engaged/Occupied signs to be used on the outside door of staff toilets and shared kitchen areas where appropriate</li> </ul>	ASG to issue directives to staff Non-compliance to be highlighted to SLT
8	First Aid and caring for a student with symptoms of Covid-19 awaiting collection	students, staff, visitors	<ul style="list-style-type: none"> <li>• First aid staff to wear appropriate PPE when treating staff and Students in close proximity who present symptoms of Covid-19 (not required where symptoms are not present) and should follow the EAT Covid-19 Administering First Aid risk assessment</li> <li>• Where students presents symptoms of Covid-19, they should be moved to the Therapy Room where sick Students can be kept in until parents or carers come to collect them, ideally with:</li> <li>• PPE should be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained</li> <li>• All staff and students in close contact with the suspected case (within 2m) to self-isolate until Covid-19 tests have taken place</li> </ul>	ASG to issue directives to staff  Non-compliance to be highlighted to SLT
9	Clinically Vulnerable Staff	Staff	<ul style="list-style-type: none"> <li>• Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a> have been advised to take extra care in observing social distancing where possible.</li> </ul>	SM ensure that paperwork for all Clinically vulnerable staff is up to date and MJ to carry out DSE assessments

10	Managing suspected cases of Covid-19		<ul style="list-style-type: none"> <li>• When a student, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or student care setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</li> <li>• Where the student or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> <li>• Where the student or staff member tests positive, the rest of their class or group within their care or education setting 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 student, or staff member they live with in that group subsequently develops symptoms <u>Cleaning protocol – To be managed by Estates Team</u></li> <li>• Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.</li> <li>• Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</li> <li>• Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</li> <li>• If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron.</li> <li>• Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly.</li> </ul>	
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11	Lack of knowledge on infection transmission	Staff and Students	<ul style="list-style-type: none"> <li>• Educare module purchased on infection control and prevention. All staff have access to complete the training and those required to complete training submit certificates to Head's PA</li> </ul>	DCo to email all staff required to complete training. NB to maintain the training records.
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**Definitions:**

\*Business Critical Activities are activities which cannot take place via a remote platform and can be safely accomplished at on site and businesses following social distancing guidelines. Activities must be associated with one or more of the following:

- Activities which are paramount to the immediate welfare of staff and Students and/or the safe operation of the Academy
- Training deemed to be essential by ASG
- Critical strategic planning meetings, HR proceedings and planning, financial planning
- Ensuring safeguarding matters are addressed promptly in line with Highdown School and Sixth Form Centre's policy
  - Facilitating effective transitions for Students