

RISK ASSESSMENT

NAME: Highdown School and Sixth Form Centre	
Activity / Environment Description: Managing Coronavirus on Site	Date of Assessment: 11.06.20 Updated
Assessed by (name): Dorothy Company Approved by (name):	Date of Review: 02.09.2020, 1/3/21, 20/8/21, 21/9/21, 4/11/21, 29/11/21
<p>The following risk assessment has been developed in consideration of GOV.UK guidance -</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">• 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• 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• ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach• cleaning frequently touched surfaces often using standard products, such as detergents and bleach <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">• After coming into school• After break times• After sneezing or coughing• Before and after handling or eating food• After going to the toilet	

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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"> • Some one way systems adopted from the original map are now established as permanent adjustments to help to reduce the risk of congestion in corridors and eliminate pinch points around the site. • 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. • Staff and Students required to wear a face covering in communal areas as per government guidance. 	<p>ASG to issue directives to staff</p> <p>Noncompliance to be highlights to SLT</p>
2	Meetings, Visitors and Communications	students, staff, visitors	<ul style="list-style-type: none"> • Meetings to be held remotely where possible. • All meeting organisers to request, receive and assess completed <u>visitor checklists</u> for each attendee prior to arrival. • On site meetings using suitably sized meeting space with adequate ventilation. • All meetings to have hand sanitisers and wipes available. • Discourage parents from gathering at school gates. • Internal communications predominantly by phone or email between departments 	<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"> • Wipers and Tissues placed in classrooms for staff and students to use as advised • All staff issued with a personal stationery pack to avoid sharing • CO2 monitors received from the ESFA have been placed strategically around the site to monitor ventilation. All staff are encouraged to keep classrooms and offices well ventilated throughout the day. 	<p>ASG to issue directives to staff</p> <p>Non-compliance to be highlighted to SLT</p>
4	Break and lunchtime arrangements	students, staff, visitors	<ul style="list-style-type: none"> • Stagger lunch times, break times, and the movement of students around the school, to reduce large groups of students gathering. 	<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"> • Housekeeping will have a cleaning regime for the morning and after school following the latest government guidance for the cleaning of non-domestic settings 	<p>Non-compliance to be highlighted to SLT</p>
6	Interventions	students, staff, visitors	<ul style="list-style-type: none"> • Risk assessment of individual students to be undertaken where likelihood of need for physical intervention is deemed high. • Vulnerable students going to STAR, Guidelines for STAR have been issued specifically by AHT for inclusion 	<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"> • Students encouraged to regularly wash their hands for at least 20 seconds • Engaged/Occupied signs to be used on the outside door of staff toilets and shared kitchen areas where appropriate 	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"> • First aid staff to wear appropriate PPE (disposable face covering, visor, plastic apron, disposable gloves 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 • Where students presents symptoms of Covid-19, they will remain in the first aid room until parents or carers come to collect them. • PPE, as detailed above, should be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained • All staff and students in close contact with the suspected case (within 2m) to self-isolate in line with the latest government guidance • First Air Room will then be cleaned by the Estate Team prior to staff returning to normal use. 	ASG to issue directives to staff Non-compliance to be highlighted to SLT
9	Clinically Vulnerable Staff	Staff	<ul style="list-style-type: none"> • Shielding for clinically vulnerable staff has been stopped. However we will continue to support CEV and CV staff and students through individual risk assessments which are reviewed termly or in line with changes in government guidance. 	

10	Managing suspected cases of Covid-19		<ul style="list-style-type: none"> • When a student, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to take a PCR test. Their fellow household members will be advised follow government guidance. All staff and students who are attending Highdown School and Sixth Form Centre setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. <p>Where the student or staff member tests positive, the rest of their class will be advised to follow government guidance regarding testing.</p> <p>Where we see a trend suggesting an outbreak within the Academy we will revert to the Outbreak management plan <u>Cleaning protocol – To be managed by Estates Team</u></p> <ul style="list-style-type: none"> • 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. • 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. • 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. • 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. • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly. 	
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11	Lack of knowledge on infection transmission	Staff and Students	<ul style="list-style-type: none"> • 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 • Up to date guidance from the government circulated in briefings and communications from the Headteacher. 	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