

Risk Assessment Form

Woodford County High School

Description of the task/activity:	Covid-19 – School Closures – Lockdown 3 from 6th Jan 2021 Based on currently available advice and guidance on new variants of COVID 19 School based teaching / administration and sanitation tasks. Remote teaching / administration tasks for those temporarily working off site.	Location:	Woodford County High School
Name of person(s) completing assessment:	Ms Jo Pomeroy / Mrs Sheila Fonseca	Job title(s):	Head teacher / School Business Manager
Local reference no:		Risk Register No:	COVID 19 - 07
Date of this assessment:	6 January 2021	Date of signing:	21 January 2021
Date of next Review:	Review required if there is a significant change or Government guidance changes.	Signed by (Department Manager):	

This Risk Assessment is based on currently available advice and guidance on new variants of COVID 19

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Residual Risk Rating (H/M/L)	Are additional controls required (Yes/No) If yes capture on attached action plan
Being infected by the Coronavirus for Staff working onsite during Lockdown 3 w.e.f. 6 January 2021 – 15th February 2021	Staff working with Students Onsite Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects		Staff / Students who have been categorised as Clinically Extremely Vulnerable (CEV) are now being asked to shield and stay at home. (2m apart from other household members, staying in the home as much as possible, and if they do go out taking particular care to minimise contact with others.) Pregnant colleagues (28 weeks plus gestation) should stay at home and work remotely		Updating of individual risk assessments as necessary

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<p><i>(Being infected by the Coronavirus for Staff working onsite during Lockdown 3 w.e.f. 6 January 2021 – 15th February 2021)</i></p>			<p>Staff who are residing with other household members who are clinically extremely vulnerable (CEV) should maintain a 2m distance from that person at home. Currently, (Lockdown 3) if they are able to fulfil their role from home, they are so advised.</p> <p>Staff who cannot fulfil their role from home should attend site. This includes (but is not limited to) :</p> <ul style="list-style-type: none"> • Teachers undertaking remote teaching who cannot adequately work from home • Administrative and first aid support • Cover supervision for students attending site (key workers and vulnerable students) • Site staff • Cleaners • Technicians <p>Support Staff should frequently check the Staff Rota (January 2021) document found Here for current attendance requirements.</p> <p>Colleagues should be proactive about conversations with line managers ensuring that when working off-site they have workable tasks and responsibilities to fulfil and to report upon.</p> <p>All staff should refer regularly to the Staff Manual for operations, protocols and procedures. Staff should check the weekly updates (Fridays) which will be notified via email</p> <p>PPE (beyond the face coverings required of all students, staff and visitors in communal areas) is only needed in a small number of cases:</p>		<p>Any additional training to ensure all staff can communicate readily and effectively (via email, MS Teams, SatchelOne, as appropriate to role)</p>
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(Being infected by the Coronavirus for Staff working onsite during Lockdown 3 w.e.f.) 6 January 2021 – 15th February 2021

First Aid / caretaking staff

- If a student becomes unwell in school with symptoms of coronavirus and needs personal care PPE must be worn by the supervising adult:
A face mask and / or visor
Gloves and apron (if physical contact required)
Eye protection if a risk assessment determines need (splashing to eyes, for example from coughing, spitting, or vomiting)

Staff working directly with students

- If any face to face conversation becomes threatening, assess the risk and, if necessary walk away and contact a member of SLT.
- Staff are supplied with COVID – 19 Grab bags in classrooms to be used in emergency situations

All Staff and students are:

- Required to wear a face covering in communal areas (including corridors and staff rooms) and elsewhere where a distance of 2m cannot be achieved
- Strongly advised to wear a face covering and / or visor in classrooms where a distance of 2m cannot be achieved
- Required to make use of any protective screens in place in classrooms where 2 m distancing cannot be achieved between the Teacher and students desk
- Required to apply PHE covid-19 security measures including social distancing, masks, handwashing and all other precautions

<https://www.gov.uk/government/organisations/public-health-england>

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<p><i>(Being infected by the Coronavirus for Staff working onsite during Lockdown 3 w.e.f.) 6 January 2021 – 15th February 2021)</i></p>	<p>Staff students and visitors on entering school site & whenever on school site</p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p>		<p>Pupils on entry are to:</p> <ul style="list-style-type: none"> • go to the dining hall until 8.30am • keep a safe distance apart (2m+) at ALL times • be asked to confirm that all family members are well, • wash hands before entering the classroom then be seated at tables at least 2 metres apart. • be advised of which rooms they will report to • expected to stay in the same allocated seat and to maintain a 2m+ distance from others at all times • follow advice to wear a visor or mask <p>Staff on entry are to:</p> <ul style="list-style-type: none"> • fob in on the INVENTORY system • always wear a face covering in communal areas including staff rooms • wash hands and keep safe distances of 2m+ apart whenever possible <p>(Staff must not attend if they if they or a member of their household have any COVID -19 symptoms. They should get tested asap and should inform the school of the result.)</p> <p>Visitors on entry are to:</p> <ul style="list-style-type: none"> • report to main reception and use hand gel in reception area to clean hands • ensure they are wearing a face covering in communal areas but remove this for photographs during signing in process • sign in via Inventory maintaining a 2m+ distance from others and complying with floor signs (as applicable) • obtain a sticky visitors' label (Lanyards will not be available to visitors) • confirm to main office that neither they nor any person in their household has any COVID – 19 Symptoms 		
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<p><i>(Being infected by the Coronavirus for Staff working onsite during Lockdown 3 w.e.f.) 6 January 2021 – 15th February 2021)</i></p>	<p>Staff Students and visitors whenever on school site</p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p>		<p>Whilst onsite Students should:</p> <ul style="list-style-type: none"> • ensure they wash their hands frequently • make frequent use of the hand sanitiser stations • use a tissue or elbow to sneeze cough into • be aware of the USE IT, BIN IT, KILL IT practice • ensure tissues are put into lidded bins immediately • keep safe distances apart of 2m+ at all times • wear face coverings in communal areas at all times • be advised to wear face coverings / visors in class • sit at the same allocated desk and computer daily • avoid any sharing of equipment with others • help ensure windows are kept open • wear additional clothing under uniform as necessary <p>Whilst Onsite, staff should:</p> <ul style="list-style-type: none"> • wash hands and use hand sanitiser stations • use a tissue or elbow to sneeze, cough into • discard tissues into a lidded bin immediately • wherever possible, to keep safe distances 2m+ • work one teacher to a classroom (consistent room) • wear a face covering/ visor in communal areas + staffrooms and where a 2m+ distance not maintained • avoid sharing equipment wherever possible. • make use of antibacterial / antiviral sprays and paper towels to minimise spread of any virus on surfaces • make use of protective screens in more confined areas • feel empowered to ask others to put a face mask on • ensure windows are kept open or in the case of very cold weather, frequently opened for short periods (fire doors should not be propped open) • wear additional layers of clothing as necessary • reduce or eliminate face to face meetings by using Teams to meet with colleagues. 		
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<i>(Being infected by the Coronavirus for Staff working onsite during Lockdown 3 w.e.f.) 6 January 2021 – 15th February 2021)</i>			Whilst Onsite, Visitors should: <ul style="list-style-type: none"> frequently wash their hands make use of the many hand sanitiser stations use a tissue or elbow to sneeze, cough into discard tissues into a bin immediately be aware of the USE IT, BIN IT, KILL IT practice wherever possible, keep safe distances at least 2m+ wear a face covering whilst onsite wear any essential PPE required for the task in hand 		
Poor hand hygiene raising infection risk	All Staff, Students, Visitors and Contractors Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects		<ul style="list-style-type: none"> Regular & prominent communication of requirement to wash hands more frequently (via email, briefings, signs) Hand gel Sanitiser dispensers – installed at all entrances / exits and classrooms 2 mobile hand sanitisers (main school entrance and for use inside / outside halls as required) Anti-bacterial sprays and paper towels in common areas including offices and staffrooms Antibacterial sprays in IT classrooms, and rooms where practicals take place e.g. Art, D&T, Science, Food Tech More signage across site promoting good hand hygiene 		Ensure dispensers are frequently topped up
Poor respiratory hygiene raising infection risk	All Staff, Students, Visitors and Contractors Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects		<ul style="list-style-type: none"> Tissues and hand sanitiser to be added to standard equipment list for students Lidded bins with plastic liners (labelled: tissues) Signage across site promoting good respiratory hygiene Students, Staff and visitors advised to wear a non medical face mask / visor indoors unless working alone The school will: <ul style="list-style-type: none"> Provide visors for staff and key worker students and encourage the use of these where it is not possible to work / study alone in a room 		

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<p>A person onsite fails to follow the NHS Test and Trace process</p>	<p>Environmental exposure is increased and more persons become unwell</p>		<p>All Staff, parents and carers must understand the NHS Test and Trace process. Should anyone display COVID 19 symptoms, they must be willing and able to:</p> <ul style="list-style-type: none"> • book a test and report to WCHS on the result • be sent home to self - isolate • provide (consistent) details of anyone they have been in close contact with if they test positive when asked by WCHS and/ or NHS Track and Trace • refer to the guidance of when to self-isolate <p>The school will:</p> <ul style="list-style-type: none"> • send out all relevant communications to parents via the weekly Bulletins • give staff access to all necessary guidance via the staff covid-19 manual (updated weekly) • include information (parents and staff) on where to obtain testing • provide the information in other languages (parents) when available • verbally advise students, staff, visitors, parents if they are required to obtain a test • keep under review the appropriateness or otherwise of Serial Lateral Flow testing 		<p>Keep PHE & DfE guidance under review</p>
<p>School does not adhere to advice from Local Health Protection Team</p>	<p>All staff, students, visitors Risk from environmental exposure, exposure to persons</p>		<p>The school will:</p> <ul style="list-style-type: none"> • liaise with local PHE for advice and guidance – provide details of the school risk assessment • following an incident, review the Systems of Control • publish any changes to procedures via email/ briefing/ bulletins as necessary 		

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Risk to colleagues from use of communal staffrooms	Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects		All Staff should be encouraged to: <ul style="list-style-type: none"> • work and take breaks in their classroom/ offices wherever possible to avoid staff room crowding • bring in their own snacks or packed lunches (the canteen facilities will not be available) • use their own crockery / flask wherever possible and be responsible for washing / storage of these • be aware of the number of persons in a staffroom at any given time & take action if over-crowded • make use of additional classrooms (H1 or N1 for Staffroom 2 and Open Learning space for CC staffroom) to maintain low numbers in staff rooms particularly at lunchtimes • keep use of staffrooms to a minimum • keep the rooms well ventilated by opening windows • use the same desk / space / computer each time • use antibacterial sprays and paper towels wherever necessary to avoid cross contamination • wear a face covering if indoors, onsite and not alone • make use of protective screens provided where 2m+ distancing is not possible 		
Risk to colleagues from use of communal facilities	Use of Reprographics Rooms Risk from environmental exposure, exposure to persons / contaminated objects		Reprographics rooms will have antibacterial spray / paper towels or wipes to clean commonly touched surfaces Technicians will check and refill paper regularly Signage in place to remind staff to clean touch points before and after each use		
<i>Ventilation in Rooms</i>	Windows / Air Conditioning Units / fans		All rooms should be well ventilated wherever possible. <ul style="list-style-type: none"> • Windows should be kept open to circulate air 		

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(Ventilation in Rooms)	Risk from environmental exposure, exposure to persons		<ul style="list-style-type: none"> In very cold weather conditions, please open windows frequently for short bursts to increase airflow Only Non Fire doors can be kept open Fire Safe doors must not be wedged open at any time Fans should not be used in rooms where more than one person works Air conditioning poses a low risk to the spread of Coronavirus. Please read HSE guidance https://content.govdelivery.com/accounts/UKHSE/bulletins/28ce71a The school will turn off recirculation where any centralised ventilation system exists 		
	Working with students (the key worker group) in classrooms		<p>To maintain social distancing and reduce opportunities for contact:</p> <ul style="list-style-type: none"> Specific, identified classrooms will be used. Rooms have been measured and the maximum number of pupils has been established for each room – no more than 8 - 9 according and subject to 2m+ distancing A specific entrance and route to the designated room will be established to minimise any mingling of groups Furniture/taped areas to support social distancing Pupils will remain in the initial group and stay within the identified zone as much as is possible Teachers will use a seating plan to ensure pupils always work at the same desk and computer keyboard The seating plan will help with contact tracing if necessary due to a pupil becoming ill with COVID/ Sharing of equipment to be avoided Where any equipment is unavoidably shared, it must be cleaned as per CLEAPSS COVID guidance <p>http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-in-a-partially-reopened-school-in-DT.pdf</p>		

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	<p>If someone becomes ill whilst onsite</p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p>		<p>Whilst students are on site, a first aider will always be available on site.</p> <ul style="list-style-type: none"> The school acknowledges that first aiders are taking extra responsibility for any suspected COVID-19 cases. All first aiders will be consulted on these procedures and are encouraged to voice any concerns or feedback on the procedure in place, with their line manager or the Head Teacher. PPE will be reserved specifically for first aiders and for site staff with cleaning responsibilities to ensure they have the necessary resources to perform their duties. Any concerns over the adequacy or supply of PPE should be raised immediately with the caretaker or the School Business Manager. <p>If a Student onsite becomes unwell with suspected COVID - 19 symptoms:</p> <ul style="list-style-type: none"> If a student shows symptoms of COVID-19, the first aider will be contacted via the emergency response line and should put on the appropriate PPE (i.e. gloves, an apron and a face covering). The student should be collected from their room by the first aider whilst maintaining a 2m+ distance at all times. The student will collect their belongings and be escorted to the medical quiet room where they will be asked to isolate. The first aider will take the child's temperature using the contactless thermometer, to see if a fever is present. If there is any concern at all that there are Covid-19 symptoms present, the admin person in the front office will be radioed by the first aider to contact their parents and advise them to collect their child immediately. 		
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			<p>The child will then be supervised by the first aider from a safe 2m+ distance until the parent arrives to collect them. The parent will then be asked to book a Covid-19 test as soon as possible and to inform the school as soon as possible of the outcome of this test.</p> <ul style="list-style-type: none"> Only one parent should collect their daughter. They should advise reception via the intercom at the pedestrian or vehicle gate they have arrived and go immediately to collect their child from the South End entrance door. They should not enter the school building. All members of the student's household must be advised to self-isolate in line with government guidance. <p>If the student's test is positive, identified close contacts will be asked to self-isolate for 10 days.</p> <ul style="list-style-type: none"> As soon as the student is collected, the first aider should dispose of the PPE in the hazardous materials bin provided in the Medical room, wash their hands thoroughly and then the Caretaker / Janitor informed so the bin can be emptied immediately and the affected area cleaned. The Caretaker will inform the school's cleaning contractor of such cases who will, in turn, implement their three-phase cleaning plan in dealing with suspected cases of Covid-19. This requires the areas that the affected student has been in to be identified and communicated to the cleaners who, depending on whether the student has a confirmed case of Covid-19 or not, will implement the appropriate (specified) cleaning procedure. This may require partial or full isolation of certain areas of the school, depending on what may be required. The caretaker and School Business Manager should be informed once this has been completed and the affected areas have been decontaminated. 		
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			<p>If a Staff member becomes unwell with suspected COVID - 19 symptoms:</p> <ul style="list-style-type: none"> • Staff must adhere to the government's and the school's guidance on self-isolation and testing, if they develop symptoms of coronavirus. This can be found here. • If an individual exhibits symptoms whilst at work, they should follow instructions in the Staff Covid-19 Manual contacting the medical room for guidance and alerting CJe or SFo before immediately going home to self-isolate and seek a test. Once at home they should communicate with their line manager in the normal way. • If an individual exhibits symptoms whilst at home they should under no circumstances come into work. They should alert Gemma Manning to report their absence specifying it is covid-19 related. They should then communicate with their direct line manager as normal. • All staff should book a covid-19 test as soon as possible on developing symptoms. The results of this test should be reported to their line manager and Gemma Manning asap and the appropriate next steps followed: <ul style="list-style-type: none"> ○ if they test positive, they must continue to self-isolate and must actively support the school in its track and trace responsibilities; ○ if they test negative, staff can return to work the next day they are due to attend <p>Following any incident of when a member of staff or student becomes unwell the work area / isolation room will be cleaned in accordance with the Government advice (Covid – 19 decontaminations in a non-health care setting).</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>		
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			<p>A full cleaning programme remains in place throughout Lockdown 3. All surfaces and specific objects (keyboards, computer mice etc.) are bacterially cleaned on at least a weekly basis. Telephones and computer keyboards are wiped with anti-viral cleaner daily if in use.</p> <p>If a Student onsite becomes unwell but not COVID related:</p> <ul style="list-style-type: none"> • students must have written permission from the supervising staff member to attend the medical room • if able to do so, they should be escorted to the medical room by another student <p>No student should report to the medical room unless they are genuinely unwell</p>		
Lateral Flow Testing	<p>Test site staff Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p> <p>Risk from spilled fluids</p>		<p>The Government has supplied lateral flow test kits to the school, training materials and "How to" guides in support of testing on the school site. We continue to liaise closely with the LA (Education and Public Health) for advice and guidance and to stay well informed</p> <ul style="list-style-type: none"> • Uptake of the test is strongly recommended for staff and students on-site during lockdown 3 but ultimately remains optional • Tests will be initially offered on a weekly basis to attending students and staff • The school will keep under review the frequency of testing in line with Government guidance • Both school staff and volunteers will be offered the opportunity to be involved in the testing of students and staff • A full training programme will be offered • Full PPE has been made available to helpers 		

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			<ul style="list-style-type: none"> • Testing will be carried out in a large well ventilated room where social distancing and hygiene must be strictly adhered to • A Team leader will be appointed and will be responsible for the day to day running of the programme • The Team Leader will conduct weekly Quality Control Assessments to ensure all tasks are performed in accordance with NHS training and instruction booklets • A detailed cleaning regime will be in place following the NHS training and How To guidebook (this will be in addition to the usual cleaning routine in place in the school) • Staff will be given a QR code and should pre-register for their test to avoid delays • Staff and students will be informed of the result by NHS Track and Trace. • The school will also be informed of test results and will communicate directly and confidentially with any staff or student who tests positive • Any student or staff member who receives a positive Lateral Flow Test will be asked to leave the premises and schedule a PCR Test as soon as possible • The school will complete a Track and Trace form to identify any close contacts within the preceding 2 days • Staff and Students must stay at home whilst they await the results of the PCR Test and notify the school via the specific school covid result email when the results are available • The school will keep under review the appropriateness of serial testing in a school setting 		
	Staff with sanitation duties Cleaning staff and caretakers		The school contracts cleaning out to Birkin Cleaning Services Ltd All Birkin staff have undertaken training specific to the current pandemic. Birkin have introduced enhanced cleaning in all rooms		<i>Needed to protect against</i>

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	<p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p> <p>Risk from spilled fluids</p>		<p>and provided WCHS with details of cleaning products used for all tasks. The daily Cleaning Rota has been significantly augmented to meet the needs of the school during the COVID pandemic.</p> <p>In addition to standard cleaning, an antimicrobial spray will be used on a weekly basis across the site to offer enhanced viral protection. Identified areas to be cleaned more frequently:</p> <ul style="list-style-type: none"> • Toilet facilities • Changing rooms (when in use) • Medical rooms • Specific rooms where there has been a possibility of a person becoming unwell / testing positive <p>Cleaning Staff should always wear PPE (Gloves, apron and face coverings) and use wipes, etc.</p> <p>Cleaning Staff (like others) who are clinically extremely vulnerable, which includes people over the age of 70, pregnant women and those with certain medical conditions listed in the social distancing guidance should stay at home as much as possible, and minimise contact with others.</p> <p>If someone becomes unwell while undertaking cleaning duties, with a new, continuous cough or a high temperature, they should go home and follow the stay at home guidance.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Cleaning staff should wash their hands with warm soapy water for a minimum of 20 seconds as often as practical and certainly: on arrival at work; after each cleaning operation after disposal of materials and again prior to leaving work. Staff should avoid touching their face, nose and eyes while cleaning.</p>		<p><i>environmental exposure: maintained supplies of effective cleaning materials</i></p>
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			<p>Where contractors may be visiting school premises such operations will be assessed in advance by the headteacher or a member of the Senior Management Team to determine whether such work is essential. In cases where work is essential a separate risk assessment will be conducted and communicated.</p> <p>H&S Leads have checked that there are posters appropriately placed advising contractors of Covid 19 safeguards.</p> <p>Cleaning Staff have detailed instructions about high risk areas and regularly touched surfaces, such as door handles and railings, and the associated cleaning regimes. Frequently touched surfaces are regularly cleaned with disinfectant wipes, or a disposable cloth and warm soapy water</p> <p>Cleaning and site staff like everyone else on site must observe 2m+ social distancing. This applies to the sharing of vehicles as well as to conduct on site. Other PHE precautions must also be followed. https://www.gov.uk/government/organisations/public-health-england</p> <p>Where staff are cleaning an area with potential contamination from an individual with suspected Covid, disposable gloves and disposable apron should be worn. Where there is visible contamination from body fluids, disposable masks to be worn.</p> <p>Staff are briefed, given information and trained where needed on use of the PPE. By Birkin. Records of training to be kept and made available to the school upon request.</p>		
Failure to maintain of Social distancing requirement.	Staff/ children, Proximity - A person catches CV19 due to		<p>A <i>Social Distancing</i> policy has been implemented. All work areas and activities have been evaluated with regard to the possibility of implementing social distancing. Handshaking is not practised, meetings are held on MS Teams etc.</p>		

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	working closely with an infected person.		<p>SLT is familiar with the guidance on implementing protective measures in educational and childcare settings.</p> <p>Children should be reminded to respect social distancing. Teachers and all staff should model social distancing and teach children to give a sense of space. In particular:</p> <ul style="list-style-type: none"> • Students should sit at their own desk • Students should have their own stationery should not share equipment • Each KW classroom is allocated their own toilet block 		
Practical Lessons	Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects		<p>Risk Assessments have been issued by Heads of Departments ahead of undertaking any practical activities. These include (but are not limited to)</p> <ul style="list-style-type: none"> • PE/ Courts • Food Tech • IT Suites • D&T rooms 		
Water Fountains	Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects		<p>Students should not queue up for water fountains but wait and go to water fountain one at a time;</p> <p>Where children need to queue up they should be 2m+ apart;</p> <p>Water fountains are to be used to fill water bottles only</p> <p>Cleaners to clean all water fountain surfaces in accordance with current COVID -19 cleaning guidance</p>		
Working from home	Risk from inadequate working conditions		<p>All staff choosing to work from home need to ensure that they have assessed their home environment to ensure that it is as safe and suitable for work as possible. Where that is not the case, staff are advised to work on-site.</p> <p>Staff should take regular short breaks away from their computer/laptop. (E.g. every hour) They should move / stretch.</p>		

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	Upper limb disorders, tired eyes, headaches, stress Risk from excessive screen exposure Stress due to a feeling of isolation		<p>They should ensure that their computer screen/laptop screen is at a comfortable height / distance to avoid neck and eye strain (<i>Staff temporarily working from home do not need to complete a display screen equipment workstation assessment</i>). Staff should ensure lighting is adequate for the task in hand. Staff are advised to structure their working around school hours and to vary (as possible) their evening and weekend activity https://www.hse.gov.uk/pubns/ck1.pdf</p> <p>A WCHS Remote Schooling Protocol has been provided to all staff working both at home and onsite to establish a common understanding of expectations. It is not expected that whole lessons or every lesson is taught live. The Remote Schooling Protocol is available in the COVID 19 Bulletin which is updated weekly (Fridays) for the reference of all staff O:\ALL STAFF\AAA WCHS REMOTE SCHOOL\All Staff Manual\Manual For Staff 15.1 - Copy.pdf</p> <p>Line managers should make contact weekly to ensure their wellbeing of staff working from home. Colleagues are encouraged to reach out to each other for mutual support</p>		
Excessive anxiety induced by pandemic	All staff- Workload Impacts of the developing pandemic and organisations response Stress and anxiety arising through uncertainty and lack of control		<p>Regular communications are already well established throughout the school. In order to maintain this, the school will:</p> <ul style="list-style-type: none"> • provide clear and transparent information • share the Risk Assessment with staff (cf website) • update individual risk assessments where necessary • signpost staff to counselling and wellbeing services • facilitate a continuation of the staff wellbeing group • to continue to promote positive messaging <p>All Staff should:</p> <ul style="list-style-type: none"> • aim to focus on the core business of teaching and learning and the welfare of staff and colleagues 		

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Excessive workload	All staff- Workload Impacts of the developing pandemic and organisations response Stress and anxiety arising through uncertainty and lack of control		The school will: <ul style="list-style-type: none"> • keep meetings (digital/ physical) under review • constantly review the implication of COVID 19 on staff workload and introduce adjustments where necessary • re-issue whole school email protocols • undertake periodic review calendar commitments • In the event of altered government directives, issue guidance as soon as practicable. 		
Site safety	Caretaker / Maintenance visits		Caretaker to wear appropriate PPE, (mask, gloves). Adhere to social distancing 2m+, reduce passing on of keys tc. All routine maintenance visits and statutory inspections should continue as far as practically possible whilst adhering to all current social distancing guidelines. If works cannot be carried out safely then they should be suspended other than in an emergency. Any repairs to the outside of the building can proceed after they have been risk assessed. Asbestos register to be completed by caretaker. Operatives to wear gloves and observe social distancing 2m+. Caretaker to be advised of risk assessment and signed as acknowledgement.		
Public transport use during lockdown 3	Risk of infection: Students & Staff		Masks & social distancing required. Fewer students and staff on-site – less footfall on school hours buses / trains		
Insufficient level of staffing on-site	Pupil safety on-site Effective school operation impacting on education of all Work load of staff attending site		An on-site rota is in place for support staff and back up personnel reflecting number of staff needed onsite each day. Should there be insufficient levels of staff, school would initiate measures to accommodate this and notify staff of any changes to the current arrangements. Colleagues are required to work on-site if their roles cannot be adequately discharged and monitored off-site		

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Fire/emergency and evacuation	Staff, students and visitors		Fire evacuation protocols (set by school fire safety officer) amended re Covid 19 distancing requirements. All staff, students and visitors informed (Staff Covid manual etc.)		Notice in covid 19 staff manual and in KW classrooms
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Risk Rating Matrix

		Impact				
		1. Very Low	2. Low	3. Moderate	4. High	5. Very High
Likelihood of Harm	5. Almost Certain	5	10	15	20	25
	4. Likely	4	8	12	16	20
	3. Possible	3	6	9	12	15
	2. Unlikely	2	4	6	8	10
	1. Rare	1	2	3	4	5

Matrix to calculate the likelihood and impact should the hazard be realised.

RAG Rating Matrix

Risk Rating	Possible Action to be Taken
LOW (<4)	<ul style="list-style-type: none"> Department manager may accept risk Manage by routine processes Any costs to be funded within Directorate Hazard to be reviewed and updated at least annually.
MEDIUM (5-10)	<ul style="list-style-type: none"> Management action required to control risk as soon as reasonably practicable Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level Reviewed and updated at least every 6 months to ensure controls remain effective May necessitate bids for central funding.
HIGH (>12)	<ul style="list-style-type: none"> Immediate senior management action required to further control risk May halt work/task while additional controls are applied Copy of the risk assessment sent to Risk and Insurance Manager for inclusion on to the Corporate Risk Register Responsible Director to give priority for action/funding Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level To be reviewed and updated at least every month to ensure controls remain effective.

Note:

Inform the Risk and Insurance Manager of all **Medium** and **High** tasks (residual)

Inform Strategic Health and Safety Board of all **High** rated tasks (>12 (residual))