

## Risk Assessment Form



Woodford County High School

<b>Description of the task/activity:</b>	<b>Covid-19</b> Schools Full re-opening September 2020 Amendments following LBR review	<b>Location:</b>	Woodford County High School
<b>Name of person(s) completing assessment:</b>	Ms Jo Pomeroy / Mrs Sheila Fonseca	<b>Job title(s):</b>	Head teacher / School Business Manager
<b>Local reference no:</b>		<b>Risk Register No:</b>	COVID 19 - 06.1
<b>Date of this assessment:</b>	23 September 2020	<b>Date of signing:</b>	06/10/20
<b>Date of next Review:</b>	Review required if there is a significant change or Government guidance changes.	<b>Signed by (Department Manager):</b>	

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
<b>Being infected by the Coronavirus following the full re-opening September 2020</b>	<b>All Staff, Students, Visitors and Contractors</b>  Risk from environmental exposure, exposure to persons,		<b>Minimise Contact with individuals who are unwell:</b>  All Staff , Students, Visitors and Contractors must <ul style="list-style-type: none"> <li>not visit the school if they, or someone in their household are unwell and / or displaying signs of COVID -19</li> </ul>		

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	<p>transmission from touching contaminated objects</p>		<ul style="list-style-type: none"> <li>• Clean hands more thoroughly and more frequently either by washing with soap and water or using Hand Sanitiser Gel</li> <li>• Ensure good respiratory hygiene by following the “catch it, bin it, kill it” approach</li> <li>• Maintain social distancing wherever possible</li> <li>• Where appropriate, wear essential personal protective equipment (PPE)</li> <li>• School to undertake enhanced cleaning especially on frequently touched surfaces</li> <li>• Students, Staff and visitors to wear a non-medical face mask in communal areas at all times. This includes travelling to and from normal classroom space to practical lessons</li> <li>• Staff to advise if supplies of hand sanitiser, paper towels, anti- bacterial spray are low so they can be replenished promptly</li> <li>• Windows to be kept open where possible to aid ventilation</li> </ul> <p>The school will:</p> <ul style="list-style-type: none"> <li>• Regularly check levels of hand sanitiser gel, paper towels and sanitiser spray and replace as necessary</li> <li>• Place a 2m distance marker in all classrooms as a visual aid</li> <li>• Install signage to advise on increased ventilation and reminders of good hand and respiratory hygiene</li> <li>• Notify students via assemblies, email, bulletins, form tutors of the isolation periods if they or someone in their household is displaying symptoms</li> </ul>		
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<p>Poor hand hygiene raising infection risk</p>	<p><b>All Staff, Students, Visitors and Contractors</b></p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p>		<ul style="list-style-type: none"> <li>• Regular communications advising of requirement to wash hands more frequently via signage, email, briefings</li> <li>• Increased number of hand gel Sanitiser dispensers – installed at all entrances / exits and classrooms</li> <li>• 2 mobile hand sanitisers (main school entrance and for use inside / outside halls as required)</li> <li>• Anti-bacterial sprays and paper towels in common areas including offices and staffrooms</li> <li>• Antibacterial sprays in IT classrooms, and rooms where practical lessons take place e.g. Art, D&amp;T, Science, Food Tech</li> <li>• More signage across site promoting good hand hygiene</li> </ul>		
<p>Poor respiratory hygiene raising infection risk</p>	<p><b>All Staff, Students, Visitors and Contractors</b></p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p>		<ul style="list-style-type: none"> <li>• Follow the “catch it, bin it, kill it” advice from PHE</li> <li>• Use of tissues when coughing or sneezing</li> <li>• Tissues and hand sanitiser to be added to standard equipment list for students</li> <li>• Use of elbow / sleeve if no tissue available</li> <li>• Additional lidded bins with plastic liners to dispose of tissues (labelled)</li> <li>• More signage across site promoting good respiratory hygiene</li> <li>• Students, Staff and visitors to wear a non medical face mask in communal areas at all times. This includes travelling to and from normal classroom space to practical lessons</li> </ul> <p>The school will:</p> <ul style="list-style-type: none"> <li>• Provide visors for staff to use where keeping a 2m distance is not possible</li> </ul>		

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<p>Pre –existing health conditions rendering some staff more vulnerable to infection</p>	<p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p>		<p>Health Questionnaire undertaken by all staff June 2020</p> <p>Individual Risk Assessment to be undertaken by staff identifying a potential raised vulnerability and reasons where adjustments might be required.</p> <p>Individual RA will evaluate workstation, necessary movement around site and limiting use of communal areas. Those identified as vulnerable, to scrupulously follow advice to all staff with a focus on maintaining 2 m distance.</p> <p>All Staff:</p> <ul style="list-style-type: none"> <li>• to maintain social distancing of 2m wherever possible between themselves and students / fellow staff members</li> <li>• to follow good hand hygiene and good respiratory hygiene at all times</li> <li>• to limit sharing of equipment wherever possible by using their own stationery items across the site</li> <li>• Limit use of communal areas such as staffrooms whilst ensuring breaks are taken</li> <li>• To work toward a clear desk policy to aid effective cleaning</li> <li>• Students, Staff and visitors to wear a non medical face mask in communal areas at all times. This includes</li> </ul>		

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			<p>travelling to and from normal classroom space to practical lessons</p> <p>The school will:</p> <ul style="list-style-type: none"> <li>• Provide visors for staff to use where keeping a 2m distance is not possible</li> <li>• implement enhanced cleaning of frequently touched areas</li> <li>• Implement enhanced cleaning for areas used by mixed bubble groups</li> <li>• provide antibacterial cleaning products / paper towels for additional cleaning of shared resources</li> </ul>		
<p>Extensive exposure to mixed age groups in a broader range of students than necessary</p>	<p><b>Staff Students and visitors Entering School Site</b></p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p>		<ul style="list-style-type: none"> <li>• Large students gatherings such as assemblies should be limited and structured in year groups bubbles with as much social distancing as possible</li> <li>• Students to remain in year group bubbles as far as is practical</li> <li>• Year group bubbles wherever possible, assigned to specific zones in the school</li> <li>• Movement of students during school day to be minimised as much as possible</li> <li>• The school will use an extended one way system to rationalise movement of students around the site</li> <li>• When in the classroom, students to sit in desks side by side and forward facing wherever possible</li> <li>• School timetable to be amended to reflect staggered start and finish times, staggered break and lunch times</li> <li>• Enhanced cleaning of areas where practical's are held e.g. Food Tech, D&amp;T, Art, PE Science. Cleaning</li> </ul>		

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			<p>between different year group sessions to be undertaken by departments</p> <ul style="list-style-type: none"> <li>• More frequent use of electrostatic spray gun during normal cleaning hours in areas where year groups mix and practical's are undertaken</li> <li>• Addition of cleaning Janitor to clean frequent touch points throughout the school</li> </ul>		
Infection Risk in Communal areas - corridors, halls, dining area			<ul style="list-style-type: none"> <li>• Students, Staff and visitors to wear a non medical face mask in communal areas at all times. This includes travelling to and from normal classroom space to practical lessons</li> <li>• Visors are available to all staff and can be used at their discretion. Staff will be responsible for the cleaning and maintaining of their visor</li> </ul>		
Staff being infected by students	Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects		<ul style="list-style-type: none"> <li>• Students to maintain a distance of 2m from staff wherever possible</li> <li>• Floor marking to be laid in classrooms at 2m from Teacher zone as a visual reminder about keeping distance</li> <li>• Use of visors provided for situations where greater proximity proves difficult</li> </ul>		
Mixing of year groups bubbles and potential overcrowding increasing infection rate	Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects		<ul style="list-style-type: none"> <li>• Staggered start and finish times to control numbers of students travelling on both 679 Bus and public transport</li> <li>• Encourage use of bicycles and walking to reduce pressure on public transport</li> <li>• Any facial coverings worn on public transport to be replaced / removed on entering the school</li> <li>• Disposal of temporary coverings to be binned inside the school entrance</li> </ul>		

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			<ul style="list-style-type: none"> <li>Provision of bin at the entrance to the school for the disposal of temporary coverings</li> </ul>		
Localised (or national ) lockdown recurring	<p>Continuity of education for students (individually, in groups or in 'bubbles') &amp; b) work load for teachers being disrupted by :</p> <ul style="list-style-type: none"> <li>Individual illness or self-isolation</li> <li>The sudden isolation of a group or 'bubble' due to an outbreak</li> <li>The school having to respond to a Tier 2 designation (on-site and distanced education by rota), or the repetition of Tier 3 or Tier 4 scenario (onsite provision for some groups, distanced learning for others)</li> </ul>		<p>Department teams (including technicians, where available) primed to use additional INSET Day 9 September to plan :</p> <ul style="list-style-type: none"> <li>Use of Show My Homework / Office 365 consistently henceforth to enable individual absentees to work at home, accessing resources</li> <li>Use of resources such as Oak Academy to reduce work load</li> <li>Departmental strategy for managing mixed diet of on-site / online provision in the event of a Tier 2 designation or the recurrence of a Tier 3 or 4 scenario</li> </ul>		
Inadequate cleaning and sanitisation leading to contamination from surfaces	<p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p>		<ul style="list-style-type: none"> <li>Increased cleaning of all areas each day</li> <li>Addition of onsite cleaning during the day to enhance cleaning of high traffic areas</li> <li>More frequent cleaning of toilets</li> <li>Enhanced cleaning of door handles, hand rails, frequently used surfaces</li> <li>Additional enhanced sanitisation of areas where facilities are shared by different bubble groups such as labs, sports hall, art rooms etc. to be undertaken by</li> </ul>		
Student cross contamination when	<p>Risk from environmental exposure, exposure to persons,</p>		<ul style="list-style-type: none"> <li>Staggered lunch breaks over a 2 hour period limiting number of students in canteen at any one time</li> <li>Increased staffing levels of middays to aid supervision</li> </ul>		

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<p>accessing catering facilities</p>	<p>transmission from touching contaminated objects</p>		<ul style="list-style-type: none"> <li>• Provision of outside POD to alleviate queues</li> <li>• Review of menus to provide meals that can be pre plated using colour coded plates</li> <li>• No self-service buffet provision</li> <li>• Foods to be individually wrapped where possible (cakes, biscuits, etc.)</li> <li>• Students to be advised that any touching of food product will be considered taken by them and will be charged to their account</li> <li>• Snacks and meals should be taken outside in the designated space</li> <li>• During wet weather, snacks / meals should be taken in the Bubble classroom</li> </ul>		
<p>Contamination resulting from poor Kitchen Hygiene</p>			<ul style="list-style-type: none"> <li>• Kitchen service staff to maintain highest standard of food hygiene</li> <li>• Harrisons to brief schools on requirements of measures taken</li> </ul>		
<p>Staff contamination from communal areas e.g. staff rooms/ washrooms</p>	<p><b>Use of communal staffrooms etc</b></p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p>		<p><b>All Staff will be asked to:</b></p> <ul style="list-style-type: none"> <li>• Staff to use departmental provision where available in order to reduce congestion in general staff room areas</li> <li>• Keep the rooms well ventilated by opening windows as much as possible</li> <li>• Keep all surfaces clear as much as possible to enable full cleaning and sanitisation by cleaning staff</li> <li>• Staff to operate a clear desk policy to enable full cleaning and sanitisation by cleaners</li> <li>• Staffroom fridges used at the discretion of individuals. Those using staffroom facilities for food storage and preparation are responsible for their own hygiene and the cleaning up after themselves</li> <li>• Staffroom / washrooms users responsible for alerting site staff / ASBM if cleaning products need replenishing</li> </ul>		



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Risk of contamination through no control of visitor numbers			<p>Visitors / Parents are allowed onsite by prior arrangement only. There should be no casual / on-spec visitors onsite</p> <p>All Parents / visitors must:</p> <ul style="list-style-type: none"> <li>• be pre booked on INVENTORY and the visitor information email sent to them before their visit</li> <li>• On arrival, report to main reception and use hand gel in reception area to clean their hands</li> <li>• Sign in and out via Inventory</li> <li>• Always obtain a visitor's label to be worn whilst onsite (Lanyards will not be available to visitors)</li> <li>• Confirm to main office that they or any person in their household does not have any COVID – 19 Symptoms</li> </ul>	
Visitors not aware of / not following schools hygiene procedures			<p>Pre Arrival:</p> <ul style="list-style-type: none"> <li>• Visitors / Parents will be informed of the schools COVID 19 procedures and requirements via the information email sent from INVENTORY</li> <li>• NO visitor should attend site if they or any person in their household is displaying signs of COVID 19</li> </ul> <p>Whilst Onsite, Visitors are:</p> <ul style="list-style-type: none"> <li>• encouraged to always wash hands / use hand gel on arrival</li> <li>• use a tissue or elbow to sneeze, cough into</li> <li>• Discard tissues into a bin immediately</li> </ul>	

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			<ul style="list-style-type: none"> <li>• Be aware of the USE IT, BIN IT, KILL IT practice</li> <li>• Wherever possible, keep safe distances apart at least 2 metres</li> <li>• To wear a face mask in communal areas at all times. This includes travelling to and from normal classroom space to practical lessons</li> </ul>		
Visitors having exposure to unnecessary numbers of WCHS Community			All staff to ensure that visitors are limited to required areas and planned audiences only		
Risk of cross contamination of frequently used surfaces on photocopiers	<p><b>Use of Reprographics Rooms</b></p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p>		<p>Reprographics rooms will have antibacterial spray / paper towels or wipes to clean commonly touched surfaces</p> <p>Technicians will check and refill paper regularly</p> <p>Signage to remind staff to clean touch points before and after each use</p>		
Risk of contamination due to lack of ventilation in Rooms	<p><b>Windows Air Conditioning Units and fans</b></p> <p>Risk from environmental exposure, exposure to persons</p>		<p><b>All rooms should be well ventilated wherever possible.</b></p> <ul style="list-style-type: none"> <li>• Windows and louvres should be kept open to circulate air wherever possible</li> <li>• Only Non Fire doors can be kept open to increase ventilation</li> <li>• Fire Safe doors must not be wedged open at any time</li> <li>• Use of air conditioning researched – deemed to be low risk to the spread of Coronavirus. Please read HSE guidance</li> </ul>		

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			<a href="https://content.govdelivery.com/accounts/UKHSE/bulletins/28ce71a">https://content.govdelivery.com/accounts/UKHSE/bulletins/28ce71a</a> <ul style="list-style-type: none"> <li>The school will turn off recirculation where any centralised ventilation system exists</li> </ul>		
A person onsite fails to follow the NHS Test and Trace process	<b>Envorinmental exposure is increased and more persons become unwell</b>		<p><b>All Staff, parents and carers must understand the NHS Test and Trace process. Should anyone display COVID symptoms, they must be willing and able to:</b></p> <ul style="list-style-type: none"> <li>Book a test and report to WCHS on the result</li> <li>Be sent home to self - isolate</li> <li>Provide details of anyone they have been in close contact with if they test positive or are asked by NHS Test and Trace staff</li> <li>Refer to the guidance advice of when to self – isolate</li> </ul> <p><b>The school will:</b></p> <ul style="list-style-type: none"> <li>Send out all relevant communications to parents and staff via the weekly Bulletins</li> <li>Include information on where to obtain testing</li> <li>Translate the information into other languages when available</li> <li>Verbally advise students, staff, visitors, parents if they are required to obtain a test in particular if they have either visited the medical room or contacted the school via telephone to advise if someone is displaying symptoms.</li> </ul>		
<b>If someone becomes ill whilst onsite</b>	Risk from environmental exposure, exposure to persons,		<p><b>Whilst in School a first aider should always be on site.</b></p> <ul style="list-style-type: none"> <li>The school acknowledges that first aiders are taking extra responsibility for any suspected COVID-19 cases.</li> </ul>		

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	<p>transmission from touching contaminated objects</p>		<p>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.</p> <ul style="list-style-type: none"> <li>• PPE will be reserved specifically for First Aiders and 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 to the caretaker or the School Business Manager.</li> </ul> <p><b>If a Student becomes unwell with suspected COVID -19 symptoms they should:</b></p> <ul style="list-style-type: none"> <li>• If a student shows symptoms of COVID-19, the nearest designated first aider will be contacted by the staff in the bubble and should put on the appropriate PPE i.e. gloves, an apron and a face covering. The student should be collected from their room, 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 in that room.</li> <li>• The first aider, covering the medical room having observed Covid-19 symptoms from the child, will then take the temperature of the child using the contactless thermometer, to see if a fever is present. If there is any concern or suspicion 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.</li> <li>• Reference to the medical room protocols will be followed with regard to isolating the student</li> </ul>		
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			<p><b>If a Staff member becomes unwell with suspected COVID - 19 symptoms they should:</b></p> <ul style="list-style-type: none"><li>• adhere to the government's and the school's guidance on self-isolation and testing, if they develop symptoms of coronavirus. If an individual exhibits symptoms whilst at work, they should immediately go home and follow this advice. Staff should not come to work if they develop symptoms at home. <a href="#">Employee Isolation Requirements Summary - August 2020.xlsx</a></li><li>• If a member of staff develops symptoms outside of work, they must report this via telephone to the school absence line and to their line manager. They must arrange to take a test as soon as they develop symptoms. The results of this test should be reported to their line manager and Gemma Manning as soon as they are known and the appropriate next steps followed:<ul style="list-style-type: none"><li>○ if they test positive, they must continue to self-isolate;</li><li>○ if they test negative, staff can return to work the next day they are due to attend according to the staff rota.</li></ul></li></ul> <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 Governments advice Covid – 19 decontaminations in a non-health care setting.</p>		
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			<p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Whole school has been deep cleaned and monitoring of use of unassigned rooms is undertaken. All surfaces and objects bacterially cleaned in rooms being used after use. Telephones and computer keyboards wiped with bacterial cleaner daily if in use.</p> <p><b>If a Student becomes unwell but <u>not</u> COVID related:</b></p> <ul style="list-style-type: none"> <li>• Students must have written permission from a staff member</li> <li>• If able to do so, they should be escorted to the medical room by another student</li> </ul> <p><b>No student should report to the medical room unless they are genuinely unwell</b></p>		
<p><b>If Someone test positive for COVID -19</b></p>	<p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p>		<p><b>The school receives notification that a person has tested positive for COVID -19, the school will:</b></p> <ul style="list-style-type: none"> <li>• Ensure SLT are notified immediately</li> <li>• Gather information from the infected person with regard to people they have been in close / direct contact with</li> <li>• Inform LA, DFE helpline, PHE as necessary</li> <li>• SLT to meet and decide on required form of action</li> </ul> <p>If remaining open:</p> <ul style="list-style-type: none"> <li>• Inform those who must self isolate via letter, email, text</li> <li>• Organise cover for absent Teachers</li> </ul>		

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			<ul style="list-style-type: none"> <li>• Write and publish letter / email to any affected bubble</li> <li>• Write and publish letter / email to parents</li> <li>• Publish letter on website</li> </ul> <p>If part or full closure:</p> <ul style="list-style-type: none"> <li>• Write / publish letter to those affected by closure</li> <li>• Write / publish letter to rest of school</li> </ul>		
<b>School does not adhere to advice from Local Health Protection Team</b>	<b>All staff, students, visitors</b> <b>Risk from environmental exposure, exposure to persons</b>		<p><b>The school will:</b></p> <ul style="list-style-type: none"> <li>• <b>Liase with local PHE for advice and guidance – provide details of the school risk assessment</b></li> <li>• <b>Following an incident, review the Systems of control</b></li> <li>• <b>Publish any changes to procedures via email/ briefing/ bulletins as necessary</b></li> </ul>		
<b>Staff with sanitation duties</b> <b>Cleaning staff and caretakers are not fully aware of cleaning requirements</b>	<b>Staff with sanitation duties</b> <b>Cleaning staff and caretakers</b> Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects  Risk from spilled fluids		<p>Where contractors maybe 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 for each such operation.</p> <p>Posters appropriately placed advising staff / students visitors and contractors of Covid 19 safeguards.</p> <p>Cleaning Staff should clean regularly touched surfaces, such as door handles and railings, regularly with disinfectant wipes, or a disposable cloth and warm soapy water or normal disinfectant products (e.g. Dettol spray). The use of an electrostatic gun will also be introduced onsite giving longer sanitisation properties</p>		

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			<p>Staff should wear appropriate PPE and use wipes, etc.</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 should be worn.</p> <p>Staff are briefed, given information and trained where needed on use of the PPE. Records to be kept of this.</p> <p>Ready supply of suitable wipes, safe method of disposing of used wipes, regular hand washing, i.e. before and after tasks</p>		
<b>Practical Lessons</b>	Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects		<p>Risk Assessments to be 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"> <li>• PE/ Courts</li> <li>• Food Tech</li> <li>• IT Suites</li> <li>• D&amp;T rooms</li> <li>• These should be CLEAPPS compliant where applicable</li> </ul>		
<b>Water Fountains</b>	Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects		<ul style="list-style-type: none"> <li>• All water fountains are only to be used to refill water bottles</li> <li>• Students should practise good hand hygiene by using hand sanitiser before and after accessing water fountains</li> <li>• Cleaners to clean all water fountain surfaces in accordance with current COVID -19 cleaning guidance</li> </ul>		



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<p><b>Excessive anxiety induced by pandemic</b></p>	<p><b>All Students</b></p> <p>Stress and anxiety arising through uncertainty and lack of control</p>		<p>In order to mitigate risks to psychological wellbeing of students:</p> <p>The school will communicate new term arrangements via email, school Bulletin, dedicated information zone on school website</p> <p>All students to attend assemblies in their bubbles at the start of term, Staff to talk through arrangements for the new school year in respect of (but not limited to)</p> <ul style="list-style-type: none"> <li>• The structure of the school day</li> <li>• Arrangements for Break and Lunch</li> <li>• Arrangements for Homework club</li> <li>• Arrangements for working areas, outside areas, toilets</li> </ul> <p>The school will:</p> <ul style="list-style-type: none"> <li>• Signpost students to a variety of counselling and wellbeing services</li> <li>• Continue to promote positive messaging</li> <li>• Provide support for vulnerable students, particularly if any bubbles are sent home due to a need to self isolate</li> </ul>		
<p><b>Excessive anxiety induced by pandemic</b></p>	<p><b>All staff- Workload Impacts</b> of the developing pandemic and organisations response</p> <p>Stress and anxiety arising through uncertainty and lack of control</p>		<p>Regular communications are already well established in the service. In order to maintain this, the school will:</p> <ul style="list-style-type: none"> <li>• Provide clear and transparent information</li> <li>• Share the Risk Assessment with staff and post on to the school website</li> <li>• Undertake individual risk assessments where necessary</li> <li>• Signpost staff to a variety of counselling and wellbeing services</li> <li>• Ensure a continuation of the staff wellbeing group to enable positive planning of wellbeing</li> <li>• Continue to promote positive messaging and celebrating successes</li> </ul>		

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			<p>All Staff should:</p> <ul style="list-style-type: none"> <li>• Aim to focus on the core business of teaching and learning and the welfare of staff and colleagues</li> </ul>		
<b>Excessive workload</b>	<p><b>All staff- Workload Impacts</b> of the developing pandemic and organisations response</p> <p>Stress and anxiety arising through uncertainty and lack of control</p>		<p>The school will:</p> <ul style="list-style-type: none"> <li>• Ensure staff meetings whether digital or physical are kept under review</li> <li>• Constantly review the implication of COVID 19 on staff workload and introduce adjustments where necessary</li> <li>• Re-issue whole school email protocols</li> <li>• Undertake a timely review and rationalising of the school calendar commitments in light of the current Public Health situation</li> <li>• In the event of an outbreak requiring a restructure of provision, clear and prompt consultation to be undertaken with this directly</li> </ul>		
<b>Staff Working from Home</b>	<p><b>Stress due to feeling of isolation</b></p> <p><b>Upper Limb disorders, tired eyes, headaches, stress</b></p>		<p>All staff working 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.</p> <p>Staff should take regular breaks away from their computer/laptop. (E.g. every hour) They should get up walk around and stretch.</p> <p>They should ensure that their computer screen/laptop screen is at a comfortable height and distance to avoid neck and eye strain.</p>		

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			<p>Staff temporarily working from home because of Coronavirus do not need to complete a display screen equipment workstation assessment.</p> <p><a href="https://www.hse.gov.uk/pubns/ck1.pdf">https://www.hse.gov.uk/pubns/ck1.pdf</a></p> <p>Their line manager should make contact weekly to ensure their wellbeing.</p>		
<p>Interruption to routine Health and Safety measures due to Public Health situation</p>	<p>Caretaker / Maintenance visits</p> <p>Site Safety</p>		<p>All routine maintenance visits and statutory inspections to continue. 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.</p> <p>Operatives to wear gloves and be aware of social distancing (at least 2 metres).</p> <p>Site management and Caretakers to be fully conversant with Risk Assessment and signed as acknowledgement.</p>		
<p>Staff and students not fully informed on the protocols introduced on full opening of school</p>	<p>Staff/ Pupils/ Governors/ Parents/ visitors/ Contractors</p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p>		<p>Clear messaging with all stakeholder groups including:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Governors</li> <li>• Parents</li> <li>• Visitors</li> <li>• Contractors</li> </ul> <p>This will include:</p> <ul style="list-style-type: none"> <li>• Publishing of Risk Assessment onsite</li> </ul>		

## Risk Assessment Form

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			<ul style="list-style-type: none"> <li>• Issuing electronic copy of Risk Assessment to all staff</li> <li>• Letters to all parents signposting document on website</li> <li>• Briefing all students at the start of term</li> <li>• Issuing visitors / contractor information via INVENTORY when confirming appointments / bookings</li> </ul>		
Improper use of Outdoor spaces by students	<p>Not following social distancing rules</p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p>		Staggering of arrival, departure, break and lunch sessions will enable / control the use of outside spaces		
Insufficient level of staffing from September 2020 due to self-isolation or illness	<p>Staff/ Pupils Workload Impacts of the developing pandemic and organisation's response</p>		The school will contract additional cover supervisor and midday time to support contingency planning for a major outbreak		
Increased infection risk for vulnerable students	Vulnerable children and young people		<ul style="list-style-type: none"> <li>• Student Guidance team proactively identify student vulnerability</li> <li>• Contact with parents of identified medically vulnerable students</li> <li>• Undertaking individual risk assessment of vulnerable students as deemed necessary</li> <li>• Communications with outside support agencies as necessary</li> </ul>		

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Increased infection risk for SEND students	Vulnerable children and young people		<ul style="list-style-type: none"> <li>The school will identify which students need support in following expectations and support them as necessary</li> <li>Targeted Education provision for SEND students – refer to SEND Risk Assessment</li> </ul>		
Staff, Students, Visitors, Contractors not aware of fire and evacuation routes	All		Fire evacuation notices and routes are displayed in all rooms. Students, staff, visitors and contractors to ensure they are aware of the location of the signs and the written instructions		

### Risk Rating Matrix

		Impact				
		1. Very Low	2. Low	3. Moderate	4. High	5. Very High
Level of Harm	5. Almost Certain	5	10	15	20	25
	4. Likely	4	8	12	16	20

### RAG Rating Matrix

Risk Rating	Possible Action to be Taken
<b>LOW</b> ( $<4$ )	<ul style="list-style-type: none"> <li>Department manager may accept risk</li> <li>Manage by routine processes</li> <li>Any costs to be funded within Directorate</li> <li>Hazard to be reviewed and updated at least annually.</li> </ul>
<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Management action required to control risk as soon as</li> </ul>

## Risk Assessment Form



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

**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))