

## Hailsham Community College Coronavirus Risk Assessment – Preparing for full reopening of College September 2020

Written using Government Guidance published on 2<sup>nd</sup> July 2020; updated as new guidance issued

### [Guidance for Full Opening: schools](#)

Likelihood (L)	X	Severity (S)
Almost Impossible	1	Insignificant (minor injury, no time off)
Unlikely	2	Minor (injury and up to 7 days off)
Possible	3	Moderate (injury causing more than 7 days off)
Likely	4	Major (death or serious injury)
Almost Certain	5	Catastrophic (multiple deaths)

<b>Low = 1-8</b>	<b>Medium = 9-14</b>	<b>High = 15-25</b>
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Issue/Risk	Who is at Risk?	Risk rating 1 (low) - 5 (high) Likelihood x Severity	Control Measures	Revised risk rating 1 (low) - 5 (high) Likelihood x Severity	Person Responsible
Potential contamination arising from the staff and pupils working onsite during the preparation for the full reopening of school	Staff Learners	4 x 4=16	<ul style="list-style-type: none"> <li>Maintain and monitor the current partial reopening risk assessment until full reopening</li> <li>Follow adapted health, safety and safeguarding guidance.</li> <li>Tell staff, pupils, parents/carers and any visitors to the college not to enter if they are displaying any symptoms of coronavirus, using the guidance <a href="#">COVID-19: guidance for households with possible coronavirus infection</a></li> </ul>	2 x 4 = 8	SLT

			<ul style="list-style-type: none"> <li>• Follow published procedures for dealing with a <a href="#">suspected</a> or <a href="#">confirmed</a> case of coronavirus</li> <li>• Adhere to college opening times to reduce time spent on site</li> <li>• Ensure that all senior staff are familiar with the DfE full return opening guidance. <a href="#">Guidance for full opening – schools</a></li> </ul>		
<p><b>Social Contact:</b> risk of transmission from pupils and staff who have been in contact with the virus or are showing symptoms</p>	<p>Staff Learners Visitors</p>	<p>3 x 4 = 12</p>	<ul style="list-style-type: none"> <li>• Follow latest government guidance with regards to critical workers and vulnerable learners</li> <li>• Follow government guidance for any member of the college community that displays symptoms of coronavirus.</li> <li>• Isolate person showing symptoms</li> <li>• <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></li> <li>• Remind of social distance throughout the college by way of signage, tape on the floors and verbal reminders</li> <li>• Organise classrooms and social spaces (dining hall) to enable appropriate social distancing.</li> <li>• Maintain distance between people whilst inside and reducing the amount of face to face contact time.</li> <li>• It is advised that staff in secondary schools maintain distance from their students by staying at the front of the class.</li> <li>• Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger</li> </ul>	<p>2 x 4 = 8</p>	<p>All staff/SW</p>

			<p>children, but if adults can do this when circumstances allow that will help.</p> <ul style="list-style-type: none"> <li>• Transparent face shields are available to staff that wish to use them in the classroom.</li> <li>• Stagger break and lunch times to reduce risk of passing on the virus</li> <li>• As far as possible, operate learner groups in 'bubbles' to minimise contact with other staff/learners</li> <li>• Clear communication with all stakeholders as to the arrangements being put in place</li> <li>• Primary Guidance details where learners or staff with suspected symptoms will be cared for.</li> <li>• Although face coverings are not compulsory in schools unless local restrictions are put in place, staff and students may wear face coverings in corridors where social distancing is more difficult.</li> </ul>		
<p><b>Personal Hygiene</b> risk of contact with unwell individuals or direct contact with airborne droplets from carriers</p>	<p>Staff Learners Visitors</p>	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> <li>• Promote frequent hand washing to staff and learners by way of signage/posters and verbal reminders where necessary</li> <li>• Supervise learners during regular handwashing/sanitising to encourage thorough washing for 20 seconds at the following times: <ul style="list-style-type: none"> <li>○ Arrival to school</li> <li>○ Before and after break</li> <li>○ Before and after lunch</li> </ul> </li> <li>• Advise avoiding touching face with unwashed hands</li> <li>• Reinforce routine of coughing or sneezing into elbow if tissue not available</li> </ul>	<p>2 x 4 = 8</p>	<p>All staff/SW</p>

			<ul style="list-style-type: none"> <li>• Promote 'catch, kill and bin'. Tissues and lidded bins in every room.</li> <li>• Ensure continuous provision of liquid or foam soap and hot running water</li> <li>• Ensure plentiful supply of sanitising gel with minimum 60% alcohol content.</li> </ul>		
<p><b>Safeguarding</b> Risk that safeguarding policy and addendum to safeguarding policy is not followed</p> <p>Risk of lack of supervision during break and lunchtimes.</p> <p>Risk of lack of supervision during lesson change</p>	Staff Learners	3 x 4 = 12	<ul style="list-style-type: none"> <li>• Compulsory safeguarding training to all staff annually</li> <li>• Update safeguarding training during weekly briefing where applicable</li> <li>• Procedures to ensure that a DSL is always on duty and available</li> <li>• Clear procedures for raising and reporting safeguarding concerns</li> <li>• Published duty rota for break and lunch duties</li> <li>• Corridor supervision arrangements for lesson change</li> </ul>	2 x 4 = 8	SLT/CF
<p><b>PPE</b> Risk of ineffective use of PPE</p>	Staff	3 x 4 = 12	<ul style="list-style-type: none"> <li>• The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> <li>○ children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>○ if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and</li> </ul> </li> </ul>	2 x 4 = 8	SLT/SW

			needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn		
<b>Classroom arrangements</b> Risk that appropriate distancing cannot be maintained due to crowded classrooms	Staff Learners	4 x 4 = 16	<ul style="list-style-type: none"> <li>• rooms to be arranged as follows: <ul style="list-style-type: none"> <li>○ Non-essential furniture items to be removed and stored</li> <li>○ Signage in rooms reminding of distancing and personal hygiene</li> <li>○ Where possible arrange teachers' desk 2m from learners' desks</li> <li>○ Classrooms to be arranged forward facing where possible</li> </ul> </li> <li>• Provision of antiviral spray and cloths in the classrooms where possible to enable regular cleaning.</li> <li>• Provision of hand sanitiser in the classrooms, where there are no handwashing facilities</li> <li>• Keep doors open where possible, being mindful of safeguarding and fire safety regulations</li> <li>• Keep windows open for ventilation. Ensure that no safety catches are overridden.</li> <li>• Outdoor spaces used for teaching lessons when suitable.</li> </ul>	3 x 4 = 12	SLT/Site Team

<p>Increased risk of transmission during Music/Dance/Drama/PE lessons</p>		<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> <li>• Reduce, as much as possible, sharing of resources between learners</li> <li>• Relax school uniform/dress requirements if necessary, for term 1 only (secondary learners not compulsory to wear blazer).</li> <li>• Where science labs are used as general classrooms, ensure that staff have watched training video to ensure safe use. <a href="https://web.microsoftstream.com/video/1165c447-89f7-45d4-8d62-e2879472b01b">https://web.microsoftstream.com/video/1165c447-89f7-45d4-8d62-e2879472b01b</a></li> <li>• See primary school guidance for more specifics outlining available areas and spaces in the school.</li> <li>• Follow subject specific guidance and adapt subject risk assessments</li> <li>• Publish adapted procedures for delivery of curriculum considering guidance from subject associations on COVID safe measures</li> <li>• Enhanced cleaning of equipment between users</li> <li>• Strict social distancing in music/singing lessons</li> </ul>		
<p><b>Dining arrangements</b> Risk that appropriate distancing cannot be maintained</p>		<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> <li>• Stagger break and lunchtimes</li> <li>• Reminder to learners to wash hands before and after eating</li> <li>• Supply of sanitising gel available</li> <li>• Dining tables to be arranged to enable social distancing</li> <li>• Outdoor dining facilities when weather permits</li> <li>• 'Zoned' play areas to separate bubbles.</li> </ul>	<p>2 x 4 = 8</p>	<p>SLT/duty staff</p>

<p><b>Access and egress to the site</b>  Risk of virus transmission on public transport.  Risk of bottlenecks at entrances and ineffective social distancing at the beginning and end of the day</p>	<p>Staff  Learners  Visitors  Members of the public</p>	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> <li>• Encourage learners and parents to walk or cycle to college, avoiding public transport and driving if possible.</li> <li>• Remind staff and learners over 11 to wear face coverings on public transport.</li> <li>• Remind learners and staff that face coverings worn on the way to college are following the safe process for removal and storage/disposal of coverings in line with guidance <a href="#">safe working in education, childcare and children's social care</a></li> <li>• SLT on duty outside at beginning and end of the day to discourage learner and parent gatherings</li> <li>• Minimise visitors on site and ensure they have a pre-arranged appointment.</li> <li>• Ask visitors to wear face coverings whilst in college where appropriate and within current government guidance</li> <li>• Inform visitors of the measures in place to keep learners and staff safe and ensure that they follow them.</li> <li>• Apply suitable precautions (handwashing/hand sanitiser/social distancing).</li> <li>• Communicate arrangements to stakeholders</li> <li>• Publish a pre-arranged route of entry and provide clear signage and floor markings</li> <li>• Markings on the floor indicating and encouraging social distancing.</li> <li>• Stagger movement around the site, where possible to minimise the likelihood of groups coming into contact.</li> </ul>	<p>3 x 4 = 12</p>	<p>SLT to communicate with parents/stakeholders</p>
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			<ul style="list-style-type: none"> <li>• Cleaning signing in system with sanitising wipes/antiviral cleaner and paper towels regularly.</li> <li>• Keep reception screens closed wherever possible.</li> <li>• Deliveries should be received contactless where possible.</li> <li>• Only one parent/carer to drop child off</li> <li>• Discourage parents/carers from gathering in groups outside school.</li> <li>• See primary school guidance for more detail on entry and egress to primary site.</li> </ul>		
<p><b>Staffing</b> Risk that there will be insufficient staff for safe supervision. Risk of virus transmission amongst staff.</p>		3 x 4 = 12	<ul style="list-style-type: none"> <li>• Ensure that there is a backup for staff absence</li> <li>• If it is not essential that staff are in college, and appropriate precautions cannot be applied, then they should be enabled to work from home wherever possible if this fits with the business needs of the college.</li> <li>• Observe social distancing as per government guidelines</li> <li>• Observe effective hygiene <ul style="list-style-type: none"> <li>○ Avoid sharing equipment</li> <li>○ Ensure that utensils are washed thoroughly between use and not shared</li> <li>○ Wipe down tables/desks with antiviral wipes/spray in between different groups of learners and at the end of each day</li> </ul> </li> <li>• Ensure that staff who are extremely clinically vulnerable are protected by means of an individual risk assessment and appropriate control measures.</li> </ul>	8 x 4 = 8	SLT



BAME Colleagues Workload			<ul style="list-style-type: none"> <li>• Please see separate risk assessment</li> <li>• Governors and SLT should pay regard to the work-life balance of all staff. Ensure that staff are consulted throughout this period and are aware of all measures put in place and the reason for this.</li> <li>• Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times</li> <li>• Ongoing leadership support for any emerging anxiety and/or wellbeing issues</li> </ul>		
Other					
<b>Learners</b> <b>Risk of transmission of virus.</b> <b>Risk to:</b> <ul style="list-style-type: none"> <li>• Emotional Wellbeing</li> <li>• Behaviour</li> <li>• SEND</li> <li>• BAME Learners</li> <li>• Extremely clinically vulnerable learners</li> </ul>	Learners	4 x 4 = 16	<ul style="list-style-type: none"> <li>• Reinforce the 'catch it, kill it, bin it approach.</li> <li>• Remind children regularly not to touch their face with their hands. When they do so, encourage them to wash hands immediately.</li> <li>• Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious returning to school after being isolated for some time</li> <li>• Revisit and amend behaviour policy in line with <a href="#">Guidance for full opening – schools</a></li> <li>• Ensure appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the <a href="#">Guidance for full opening – schools</a></li> <li>• Ensure that individual risk assessments for pupils with EHC plans or potentially in need of one, attending school are amended to reflect guidelines.</li> </ul>		
<b>Premises Safety Risks</b>		4 x 4 = 16	<ul style="list-style-type: none"> <li>• Follow <a href="#">Managing school premises during the coronavirus outbreak</a></li> </ul>	2 x 3 = 8	SW/SLT

<p>Risk of insufficient social distancing in corridors.</p> <p>Risk that mechanical systems do not work due to lack of use.</p> <p>Risk of using specialist classrooms as general teaching rooms (E.g. science labs)</p>			<ul style="list-style-type: none"> <li>• Follow revised lunch and break rotas to ensure safe movement around school</li> <li>• Follow one-way system around the site, where possible, adhering to no entry and out of bounds signage.</li> <li>• Allow users to wear face coverings in corridors and communal areas if they wish</li> <li>• At primary site staff and children will follow markings on the floor which divide corridors in half but are wide enough to allow for safe passing.</li> <li>• Learners to seek permission to use toilets to ensure staff know where children are at all times.</li> <li>• Only one child from each class at primary allowed to use the toilets at a time.</li> <li>• Primary site will have assigned toilets for bubbles</li> <li>• High expectations of how children move around school upheld by all members of staff</li> <li>• SLT on the gate at the start and end of each day.</li> <li>• Ensure regular checks and maintenance of mechanical systems including: <ul style="list-style-type: none"> <li>○ Hot water</li> <li>○ Gas safety</li> <li>○ Fire safety</li> <li>○ Kitchen equipment</li> <li>○ Cold water systems</li> </ul> </li> <li>• Ensure good ventilation and where possible arrange for doors to be propped open to reduce door handle contact etc (Ensure fire safety &amp; safeguarding – The holding open of</li> </ul>		
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			<p>fire doors without the use of approved hold open devices is not permitted.)</p> <ul style="list-style-type: none"> <li>• Windows to be kept open where possible and safe to do so</li> <li>• Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> <li>• Thorough cleaning of rooms and equipment at the end of each day and between use by different groups</li> <li>• Amend emergency procedures where necessary and communicate to staff and learners. (fire/lockdown)</li> <li>• Please see Primary Guidance for more site-specific adaptations.</li> </ul>		
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