

Redhill High School

COVID-19 RISK ASSESSMENT PROCESS



This risk assessment will supplement any existing risk assessments in educational settings.

COVID-19 Risk Assessment

ASSESS

Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.

*The preventative measures in this risk assessment reflect current guidance on reducing the risk of transmission.

Who may be at risk: Employees, students and young people, families (parents, carers and siblings), visitors, contractors, members of public.

Vulnerable groups – this risk assessment considers vulnerable groups which the NHS lists as 'people at high risk (clinically extremely vulnerable)'; and 'people at moderate risk (clinically vulnerable)'.

PLAN		DO*			REVIEW
Prepare Building	Prepare Employees and Parents and students	Control Access	Implementing Social Distancing	Implement Infection Control Measures	Communicate and Review Arrangements
<ul style="list-style-type: none"> Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting etc.). Check COVID-19 posters/ signage displayed. Check school reception/entrance maintains social distancing. Check one-way system remains in place / floor markings to indicate distancing. Ensure key doors can still be propped open / key rooms that can be 	<ul style="list-style-type: none"> Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken. Vulnerable employees and pupils ('clinically vulnerable' to coronavirus) identified and told not to attend school if shielding. Consider personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity. Where necessary individual risk assessments for employees and 	<ul style="list-style-type: none"> Entry points to school controlled (including deliveries). Building access rules clearly communicated through signage on entrances. Parents' drop-off and pick-up protocols to minimise contact. Floor markings outside school to indicate distancing rules (if queuing during peak times). Hand sanitiser provided at all entrances. Visitors do not sign in with the same pen. 	<ul style="list-style-type: none"> Safe distancing or 2 metres is a preventative measure that will be adopted so far as is reasonably practicable but it is acknowledged that this is not always possible in schools. However, all the measures in this assessment are aimed at reducing transmission risk. Class groups kept together throughout the day and do not mix with other groups. Groups do not mix to play sports or games together as much as possible. 	<ul style="list-style-type: none"> Sufficient handwashing facilities are available. Where there is no sink, hand sanitiser provided in classrooms. Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing. Young pupils encouraged to learn and practise good hygiene habits 	<ul style="list-style-type: none"> Consultation with employees and trades union Safety Reps on risk assessments. Risk assessment published on school website. Nominated employees tasked to monitoring protection measures. Employees encourage to report any non compliance. The effectiveness of prevention measures will be monitored by school leaders. This risk assessment will be reviewed if the risk

<p>accessed directly from outside.</p> <ul style="list-style-type: none"> • Ensure windows can be open for ventilation. • Organise classrooms for maintaining space between seats and desks and 2-metre space from staff where possible. • Inspect classrooms and remove unnecessary items. • In toilets middle cubicle/ sink/ urinal of 3 to continue to be taken out of use. • Ensure laminated picture signs in toilets and classrooms in front of sinks showing handwashing are still in place. • Maintain existing arrangements for additional cleaning & add Saturday clean to ensure maximum cleanliness. 	<p>pupils at special risk (take account of medical advice).</p> <ul style="list-style-type: none"> • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. • Information shared about testing available for those with symptoms. • Remote education is continuing as much as possible to limit numbers attending school. • Assess how many employees are needed in school and identify those that can remain working from home. • Employees shielding at home manage online work, whilst those in school only teach. • Reviewing timetables to decide which lessons or activities will be delivered on what days. • Identify and plan lessons that could take place outdoors. 	<ul style="list-style-type: none"> • Staff on duties to monitor protection measures. 	<ul style="list-style-type: none"> • The number of pupils in shared spaces (e.g. Main Hall and Canteen) for lunch and exercise is limited to specific group(s). • Assemblies not held or staggered. • Lunches split between lower and upper school. • Limiting the number of pupils who use the toilet facilities at one time. • Groups use the same classroom or area of a setting throughout the day. • Seating plans to ensure pupils sit at the same desk. • Desks should be spaced as far apart as possible. • The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same. • Members of staff come to the classroom rather than groups of pupils circulate to different parts of the building/site. 	<p>through training and repetition.</p> <ul style="list-style-type: none"> • Adults and pupils are encouraged not to touch their mouth, eyes and nose. • Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Bins for tissues provided and are emptied throughout the day. • Spaces well ventilated using natural ventilation (opening windows). • Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied. • Thorough cleaning of rooms at the end of the day. • Shared materials and surfaces cleaned and disinfected frequently (e.g. computers, books, desks, chairs, doors, sinks, toilets, 	<p>level changes and/or in light of updated guidance.</p>
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	<ul style="list-style-type: none"> • Use the timetable to reduce movement around the school or building. • Planning break times (including lunch), so that all pupils are not moving around the school at the same time. • Communicate to parents on the preventative measures being taken (e.g. share risk assessment) • Made clear to parents that they cannot gather at entrance gates or doors. • Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). • Discourage parents and pupils from bringing in toys and other play items from home. • Communications to parents (and young people) includes advice on transport. • Review behaviour policies to consider how pupils not 		<ul style="list-style-type: none"> • Subject teachers in smaller option subjects (e.g. practical subjects) collect small numbers coming out of main curriculum on a rota. • The occupancy of staff rooms and offices limited. • Encourage use of phones to communicate between different parts of school. • Members of staff are on duty at breaks to ensure compliance with rules. 	<p>light switches, bannisters, etc.).</p> <ul style="list-style-type: none"> • Equipment used in practical lessons cleaned thoroughly between groups. • Outdoor equipment not used; or outdoor equipment appropriately cleaned between groups of pupils; • Multiple groups do not use outdoor equipment simultaneously. • Limit shared resources being taken home. • Avoid sharing books and other materials. • Procedures should someone become unwell whilst attending school. <p>NOTE: Wearing a face covering or face mask in schools is not essential but compulsory inside the building due to difficulties in preserving a 2m spacing. The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk</p>	
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	<p>following distancing rules will be managed.</p> <ul style="list-style-type: none"> • Employees fully briefed about the plans and protective measures identified in the risk assessment. • Regular staff briefings. • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. • Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers). • Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys. • Communication with others (e.g. extended school provision, lettings, regular visitors, etc.) 			<p>assessment), 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:</p> <ul style="list-style-type: none"> • if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home; • checking temperatures at entrance. <p>Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:</p> <ul style="list-style-type: none"> • washing hands or using hand sanitiser, before and after treating injured person; • wear gloves or cover hands when dealing with open wounds; • if CPR is required on an adult, attempt compression only CPR and early defibrillation until 	
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	<ul style="list-style-type: none"> • Limit visitors by exception (e.g. for priority contractors, emergencies etc.). • Keep parent appointments / external meetings on a 'virtual platform' or by weekend appointment with immediate cleaning. 			<p>the ambulance arrives;</p> <ul style="list-style-type: none"> • if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. • dispose of all waste safely. <p>Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</p>	
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*NB – THE SCHOOL WILL IMPLEMENT THE LATERAL FLOW DEVICE TESTING PROCESS AS PER WELSH GOVERNMENT GUIDANCE, FOR STAFF AND YEARS 10-12.