

RISK ASSESSMENT: School Covid-19

Date: 17th August 2020

HAZARD OBSERVED	RISK RATING BEFORE CONTROL MEASURES	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Maintaining social distancing and reducing contact – entrance and exit routes						
Numbers arriving simultaneously on College transport impede the means to socially distance or reduce contact, and impede effectiveness of staggered start/finish times of Arrivals Day	High	Unable to maintain social distancing due to high volume of people onsite	Students, family members, staff, other visitors, contractors	<ul style="list-style-type: none"> • Arrange separate ‘holding’ areas for each group to minimise contact (ideally these should be outside if weather permits) • Encourage parents to make other arrangements for travel to/from school other than school transport • Ensure staff on duty to supervise • Arrange signage at school transport pick up/drop off point 	<ul style="list-style-type: none"> • Start of term is the only issue when large numbers might arrive at the same time. • We will pre-arrange arrival times with agents and families before arrival on Arrivals Day according to a schedule – half hour slots. Drop-off to be from the car park. • Pre-arrival Teams meetings to cover the conversations usually held in person on Arrivals Day. Virtual tour for parents to see where students will be living. • Late arrivals to be redirected to holding point (like Holiday Inn or 	Low

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					<p>Sainsburys) or held at the bottom of the drive</p> <ul style="list-style-type: none"> • See also – ‘Day 1 sheet’ for further details 	
Numbers of parents and students at entrances and exits impede social distancing	High	Unable to maintain social distancing due to high volume of people onsite	Students, family members, staff, other visitors, contractors	<ul style="list-style-type: none"> • Instructions for parents/carers on social distancing rules on site. • Staggered start/finish times for different groups. • Markers on floor for student and parents to wait (Ensure markings do not create slip/trip hazard) • Use of different entrances/exits for different groups. • Only one parent/carer to accompany student • Staff on duty to supervise • Signage 	As above	Low
Changes to school routine cause vehicular and pedestrian traffic management issues	High	Risk of additional pedestrians increasing risk of traffic accident	Students, family members, staff, other visitors, contractors	<ul style="list-style-type: none"> • Stagger drop off / pick up times • Minimise vehicles on site • Staff on duty to supervise 	<ul style="list-style-type: none"> • As above • Staff to park elsewhere on Arrivals Day - i.e. along the track at the side of the classroom block towards Fison House and on right hand side of carpark only • Students arriving in cars to be directed by staff 	

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					<ul style="list-style-type: none"> Staff in car park to wear hi-vis 	
Maintaining social distancing and reducing contact – internal areas and play areas						
Number of students and staff moving around the College impede the means to socially distance and reduce contact in corridors and other communal spaces	Medium	Risk of mixing of different bubbles or pods, too many people in one area so social distancing cannot be maintained	Staff, students	<ul style="list-style-type: none"> Minimise movements of whole groups and individuals outside of the classroom Use of a one-way system around the school A 'walk on the left' policy if one-way not practicable Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent) Lane markings on floor and distancing markings in areas where queuing is likely Areas not in use to be closed off (not escape routes) Signage School assemblies to be completed online Acts of worship and other typical communal events to take place in groups (not whole school) 	<ul style="list-style-type: none"> All groups sizes are small Change the timetable to stagger the times of meals and lessons Classroom block will be one-way system Reception Office define perimeter routes One-way lane marking Signage giving directions and instructions. 	Low
Number of students and size of space impede the means to socially distance and reduce contact when using toilets	Medium	Social distancing unable to be maintained	Students	<ul style="list-style-type: none"> Apply a maximum number of students in toilet rule to maintain social distancing and reduce contact Where practicable avoid different groups using the same facilities at the same time 	<ul style="list-style-type: none"> Determine numbers for classroom blocks. Staff and Student toilets already designated Staggered break times 	Low

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				<ul style="list-style-type: none"> Distance markings on floor in queuing area Quarantined students to have access to their own toilet / shower 	<ul style="list-style-type: none"> Feet markers to be placed on corridors outside toilet areas Allocate toilets/showers to quarantined students where not ensuite - to be used at staggered times where possible 	
<p>Number of students and available space impede the means to socially distance and reduce contact at breaktime and lunchtime</p> <p>(Particularly important in first 14 days)</p>	High	Social distancing unable to be maintained	Students, staff	<ul style="list-style-type: none"> Staggered break and lunch times Allocated play areas for each group Consider zoning of play areas using markings / cones to reinforce distancing Limit use of outdoor play equipment to designated groups at fixed periods Games which encourage distancing and reduce contact Staff supervision to maintain standards Any crockery/cutlery used must be cleaned thoroughly Catering contractors and other food provision has been subject to specific risk assessment 	<ul style="list-style-type: none"> Common rooms for students to be separated Students given turns at court use Sports programme to take account of this Catering staff to provide separate risk assessment specific to this area 	Low
<p>Number of staff and size of staff rest areas impede the means to socially distance and reduce contact</p>	High	Social distancing unable to be maintained	Staff, students	<ul style="list-style-type: none"> Removal of communal equipment (mugs etc.) - staff to bring their own Shared break time equipment (e.g., kettle) to be cleaned between use Staggered break times for staff 	<ul style="list-style-type: none"> Staff room not to be structured as a rest area, but as a photocopy space and coffee making space Staff able to take breaks outside where possible 	Low

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				<ul style="list-style-type: none"> • Staff toilets to enforce 2m social distancing 	<ul style="list-style-type: none"> • Staff toilets take one person at a time 	
Maintaining social distancing and reducing contact – during lessons						
Student numbers and room sizes impede the means to reduce contact	High	Current layout of desks do not allow enough distance between teachers and students	Staff, Students	<ul style="list-style-type: none"> • Where practical, arrangements will aim to reduce contact and maximise social distancing between students and staff; and between staff themselves • Students will reduce contact by being grouped together. This may be in up to year sized groups as much as possible • Remove excess furniture to safe storage areas to increase space • Desks to be spaced out as far as possible but not to impede fire escape routes and exits • All desks to face forward with pupils sat side by side • Floor markings to illustrate 2m and 1 m areas around teaching positions • Students to remain at their desks when in the room • Students to use the same desk each day - seating plan required • Lessons planned for individual work as opposed to close group work • Distancing and reducing contact to be explained to student with regular reminders • Signage/Posters in each classroom 	<ul style="list-style-type: none"> • Space for staff to be more than 2m from the students they teach. Classroom capacities to be determined on this basis • Boarders and day students will be in bubbles and pods to reduce cross-contact as far as possible • Teaching staff will wear face visors to reduce risk – but without losing visibility of expression for students • Boarding staff will be considered as part of the bubble or pod in boarding time • Doors and windows opened where possible for ventilation • Staff to maintain a distance of 2m from each other at all times • Ensure classes sizes are small • The majority of work to be provided and 	

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				<ul style="list-style-type: none"> Consider the use of school grounds / local environment to extend the range of teaching spaces available Staff to supervise and enforce measures Ventilation improved where practicable by having windows open 	<p>submitted online to reduce the number of people touching exercise books - students may have their own book to make notes</p> <ul style="list-style-type: none"> See below regarding equipment - stationery not to be shared wherever possible or to be cleaned in between use 	
Hygiene and Cleaning						
Cleaning staff levels are insufficient to deliver enhanced cleaning regime	High	Required levels of cleaning not met leading to a high risk of transmission	Staff, students, visitors, contractors	<ul style="list-style-type: none"> Confirm available cleaning staffing levels before wider opening Use of contractors or other school staff for additional cleaning Agree the new cleaning requirements and additional hours for this PPE to be worn by cleaning staff as dictated by risk assessment 	<ul style="list-style-type: none"> Review current cleaning rota and hours Train any staff undertaking cleaning duties in addition to their normal role. (COSHH) Signing sheets to record when cleaning takes place Housekeeping staff to conduct additional risk assessment specific to this area 	Low
Insufficient handwashing and hygiene facilities increase the risk of transmission	High	Required levels of cleaning not met, leading to a high risk	Staff, students, visitors, contractors	<ul style="list-style-type: none"> Students to handwash/ use hand sanitiser on entry to classroom block, before and after each break and lunch, on changing classrooms, moving from the 	<ul style="list-style-type: none"> Only staff and day students cross the threshold each day. They change clothes on arrival, 	Low

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		of transmission		<p>classroom building to Padworth House and after using the toilet</p> <ul style="list-style-type: none"> • Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative • Extra signage to encourage washing hands • Hand gel dispensers at strategic locations around the site to complement handwashing facilities • Supplies of tissues and lidded bins in each teaching space and classroom • Promotion of the 'Catch it, Bin it, Kill it' campaign to students and staff • Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups 	<p>and wash hands. Changing area required</p> <ul style="list-style-type: none"> • Sanitising stations to be provided around the site and in every classroom • All classrooms to have a student set of stationery etc. that will not be used by staff • Some science equipment may fall into the decontamination category 	
Exposure to new hazardous substances (products)	Medium	Potentially hazardous products used incorrectly causing risk of injury	Staff, students, visitors, contractors	<ul style="list-style-type: none"> • COSHH assessment to be carried out for any new cleaning/ sanitising products in use • Additional cleaning staff to be made aware of the COSHH risk assessments • Appropriate storage of hazardous substances • Material data sheets to be made available for new and existing products 	<ul style="list-style-type: none"> • Suppliers data sheets received and stored by housekeeping staff as normal – to be made available to other staff undertaking cleaning duties as required • Assess current storage of chemicals and provide additional storage where required 	Low

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Site and Buildings						
Visitors/contractors/suppliers on site increase the risk of transmission	Medium	Unnecessary visitors may increase risk of transmission; too many people in one area may mean social distancing cannot be maintained	Staff, students, visitors, contractors	<ul style="list-style-type: none"> • Site visits only by pre-arrangement • A record of some visitors must be kept for 21 days • Information/signage for visitors informing them of the infection control procedures. • Deliveries and visits outside of school opening hours where possible • Provision of hand sanitiser at main College entrance • Process for the acceptance of deliveries required - i.e., area where deliveries can be safely left 	<ul style="list-style-type: none"> • Parental visits limited to reception room, which will be cleaned afterwards • Contractors will attend site before term where possible and will be carefully managed in term • Visitors and contractors to follow procedures for visiting the site - i.e., temperature checks and washing hands on arrival 	Low
Changes affect normal emergency procedures	High	Difficulty maintaining social distancing during evacuation procedures	Staff, students, visitors, contractors	<ul style="list-style-type: none"> • Review of fire assembly points to accommodate reduced contact and distancing where practicable • Fire drill practice to train new arrangements • Other contingency emergency plans to be reviewed, including lockdown procedures, major disruption through loss of services, gas leak etc. 	<ul style="list-style-type: none"> • Socially distanced fire assembly needed during quarantine • Front lawn with numbered assembly dots • Pre-practice with staff; first day/evening with boarders. Night-time drill in first week 	Low
Site security is compromised by new arrangements	Medium	Site becomes less secure as doors left open leading to strangers onsite and possible	Staff, students, visitors, contractors	<ul style="list-style-type: none"> • Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors) • Additional ventilation via open doors and windows should not 	<ul style="list-style-type: none"> • Some doors likely to be left open for ventilation. Enhanced awareness by staff 	Low

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		crime and injury		occur in unoccupied parts of the site		
Building checks not taken place	Medium	Building becomes unsafe as regular checks not maintained	Staff, students, visitors, contractors	<ul style="list-style-type: none"> All usual building checks are to be undertaken as normal, including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring 	To be recorded as normal	Low
Equipment and Furniture						
Shared play equipment increases the risk of transmission	Medium	Risk of transmission between groups	Students, staff	<ul style="list-style-type: none"> Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group 	<ul style="list-style-type: none"> Once we are in household, this is not applicable to the College Hygiene control if using external facilities – assess using Risk Assessment 	Low
Shared equipment, fittings and resources increase the risk of transmission	High	Risk of transmission between groups	Staff, students, visitors, contractors	<ul style="list-style-type: none"> Handwashing before and after each lesson Remove unnecessary items from the classrooms and store elsewhere Cleaning regime for door handles, press to exit buttons, communal surfaces Students asked to bring in own stationery or have allocated, named, packs of stationery per student Resources and surfaces to be cleaned each night Lessons planned so sharing of resources in minimised 	<ul style="list-style-type: none"> Sanitiser to be provided throughout the site and individual hand sanitiser for students Rooms to be checked Internal doors to be left open as much as possible to avoid touching Additional cleaning to be assessed and implemented Class set of stationery (see above, only a potential concern for day students) 	Low

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Increased manual handling tasks increase the risk of musculoskeletal injuries	Medium	Injury caused by improper lifting techniques	Staff	<ul style="list-style-type: none"> Staff must not attempt to move large or heavy items unless they are fit to do so 	<ul style="list-style-type: none"> As normal. Removal of heavy items will take place before term 	Low
Health and Wellbeing						
Inadequate staffing levels create supervision or safeguarding issues				<ul style="list-style-type: none"> Carry out an audit of all staff availability and review it regularly Introduce a process for staff to inform the College if their health situation changes Use of staff from other schools (by agreement) 	<ul style="list-style-type: none"> Overstaffing by two residents allows for quarantining of students COVID policy has been developed for staff health reporting Current teaching cover policies should be sufficient as most infected or self-isolating staff will be well enough to teach online Further assessment needed of Catering Department in case staff here are required to self-isolate 	
Vulnerable / Extremely vulnerable student at higher risk of infection				<ul style="list-style-type: none"> Parents should follow current medical/government advice if their child is in this category 	<ul style="list-style-type: none"> Student health to be assessed via health questionnaire - further individual assessment to made where required Online learning to be suggested for those assessed to be vulnerable/ extremely vulnerable 	

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Person becomes unwell with Covid-19 symptoms in school				<ul style="list-style-type: none"> • Move to a pre-designated room where person can be isolated, with adult supervision • Ventilate the room if possible • PPE should be worn if contact is required • Inform parent/carer to arrange collection • Cleaning regime after each usage of the space • Follow the advice from health protection team 	<ul style="list-style-type: none"> • See separate Risk Assessment for suspected cases of Covid-19 	
Outbreak of Covid-19 within the College (defined as more than two confirmed cases within a fortnight)				<ul style="list-style-type: none"> • Senior leaders have awareness of the PHE “local outbreak management plan” • Online education plans in place 	<ul style="list-style-type: none"> • Liaison with Public Health England has been ongoing • Procedures to be discussed during INSET training and communicated to all staff in writing • Assessment of College IT in progress order to provide online learning to students/staff in isolation 	
Staff wellbeing affected by the working experience				<ul style="list-style-type: none"> • Staff risk assessment tool being used to assess those in higher risk groups • Staff aware of risk assessment process and able to contribute • Staff meetings and communication 	<ul style="list-style-type: none"> • Assessment to be carried out • Policy will be shared and open to comment • Appreciation has been shown and morale kept high 	

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				<ul style="list-style-type: none"> • Defined wellbeing support measures for staff • Designated staff rest areas 		
Student wellbeing is impacted by the current situation causing physical and mental ill health				<ul style="list-style-type: none"> • Students to have allocated teacher and Boarding Tutor where possible • Curriculum to support student's wellbeing • Provide students with opportunities to talk about their experiences/concerns • Pastoral activities • Ensure all staff know First Aiders on site if less than normal • If provision is less than usual, minimise hazardous activities which may result in injury • Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly 	<ul style="list-style-type: none"> • Pastoral support is already comprehensive. Teaching has been structured to support students (e.g., lessons recorded from September 2020 to support time zone issues) • Additional assessments and care will be undertaken for any students in quarantine or isolation - including a DSE assessment • First Aid is at normal (high) levels. Some lapsed First Aid training has not been possible to update, but this will be renewed as soon as possible. 	
Students with special medical needs (administering medication)				<ul style="list-style-type: none"> • Required number of competent staff on site • Staff training up to date • Alternative arrangements in place if staff training/competence has lapsed 	<ul style="list-style-type: none"> • None known for September 2020, beyond normal low-level medical provision 	
1:1 teaching, physical restraint and students with SEND or EHC				<ul style="list-style-type: none"> • Individual risk assessments of students with behavioural difficulties 	<ul style="list-style-type: none"> • None known for September 2020 	

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plans are adversely affected by the current situation				<ul style="list-style-type: none"> • Ensure a supply of PPE is available based on need • Reduced timetable or consideration of other solutions if student's behaviour puts staff at risk • 1:1 teaching to be done with reduced contact 		
Risk Assessments and Policies						
Standard Risk Assessments do not take account of additional covid-19 risks				<ul style="list-style-type: none"> • Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements • Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk • Pay particular attention to curriculum areas and activities being resumed for the first time since school restrictions were introduced • LoTC activities are restricted to non-residential activities and are subject to the usual process of risk assessment and authorisation • One -off activities such as firework displays etc. will be subject to separate risk assessment • Lettings of facilities will be subject to separate risk assessment 	<ul style="list-style-type: none"> • Standard risk assessments will include COVID considerations • Policies to be updated where required 	

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				<ul style="list-style-type: none"> Clubs and after-school provision are subject to a separate risk assessment (where appropriate) Behaviour policy amended to reflect COVID-19 protocols Safeguarding Policy to be amended to reflect COVID-19 protocols 		
Monitoring						
Control measures set out in this Risk Assessment do not prove effective Levels of compliance are inadequate				<ul style="list-style-type: none"> Named College staff will monitor the application and effectiveness of the control measures set out within this Risk Assessment, and the level of compliance by staff, visitors and students Non-compliance will be addressed immediately Regular communication with staff on the outcomes of the monitoring H&S Advisers are able to visit the school site to assess compliance 	<ul style="list-style-type: none"> Sarah Miles will oversee as Head of Operations and Compliance at Padworth and Bishopstrow Will be discussed as a standing item at SLT 	
Inadequate communication to staff, students, parents, contractors etc.				<ul style="list-style-type: none"> All risk assessments to include details of how information will be communicated 	<ul style="list-style-type: none"> Staff responsible for implementing control measure to check communication Regular reviews to ensure understanding 	
Offsite Trips and Educational Visits						
Offsite trips will put students at risk of exposure to COVID-19 risks				<ul style="list-style-type: none"> Limit or cancel all unnecessary offsite trips/ educational visits 	<ul style="list-style-type: none"> No offsite trips at Padworth for the first 2 weeks 	

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				<ul style="list-style-type: none"> • If an offsite trip is required COVID-19 risks will be specifically assessed during the risk assessment process and any control measures recorded 	<ul style="list-style-type: none"> • After 2 weeks - small scale trips may be considered - i.e., in small groups near the College site • Parental consent will be sought for trips • Only 'Covid safe' destinations to be visited - this will be checked and assessed for every trip by the EVC • All risk assessments will consider COVID-19 including travel to and from the destination 	
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