



Purpose	Covid-19 Risk Assessment.
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This risk assessment should be produced in conjunction with the current government guidance as highlighted below:

www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Salendine Nook High School	Assessed by: Darren Christian	Date of Assessment: 06.09.21	
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Hazard	Risks	Control Measures	Actions Required	Person Responsible (and Target Date)
Schools Premise	Mental health and wellbeing for staff	<ul style="list-style-type: none"> Employee Healthcare Referral available to all staff 	<p>Inform all staff of the support within school (SLW) and beyond school (EHC).</p> <p>All actions complete by start of term 2021</p>	DC
	Personal injury	<ul style="list-style-type: none"> Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place. 		VW
	Fire	<ul style="list-style-type: none"> Fire Risk Assessment to be reviewed and the Fire log-book is up to date. 		
	Legionella	<ul style="list-style-type: none"> Legionella checks are to be up to date. 		
	Infection of coronavirus	<ul style="list-style-type: none"> Electrical, gas and ventilation systems checks are up to date. Increased cleaning regime by SPIE. 		

Infection Control	<p>Infection of coronavirus</p> <p>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)</p>	<ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or have tested positive do not attend school. Encourage more regular use of hand sanitiser Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Cleaning frequently touched surfaces Continue to minimise unnecessary contact in classrooms Communicate expectations around what to do in event of a case. Seek advice from Public Health England / LA infection control on all cases. Tissues and sanitiser available in all rooms 	<p>DC to communicate expectations to all parents and students via assemblies and other communication.</p> <p>Ensure hand sanitiser is topped up daily.</p> <p>SPIE daily clean of all rooms used.</p> <p>Room layout changed – all desks facing front. Seating plans for all rooms</p> <p>All pastoral staff / relevant admin staff advised to inform parents to keep children off school if symptomatic. Take PCR test.</p> <p>Site team to facilitate.</p>	<p>DC (ongoing reminders including half term newsletters)</p> <p>Site team</p> <p>Site team / mid-day supervisors (ongoing monitoring)</p> <p>VSM to monitor</p> <p>CF to lead</p> <p>VW / Site team</p>
PPE (including face masks/coverings)	Spread of infection (coronavirus)	<p>Masks no longer compulsory, recommended or required. Those who wish to wear a mask may continue to do so.</p> <p>Medical Officer will still continue to use a mask.</p>	<p>PPE made available to staff who might come in contact with virus. All staff issued with PPE as required.</p>	<p>SJ</p>

			DC to communicate expectations in assemblies.	DC
Protecting adults	Infection control	<ul style="list-style-type: none"> All staff are expected to return to work. Additional measures can be considered as requested by individual staff. Individual Risk Assessments may be required. Employees should only self-isolate as a close contact if they have not been vaccinated. School to ascertain position on requirement to identify staff not currently vaccinated. 	<p>Any member of staff can request an individual meeting to assess risks and consider further adjustments so that all staff can return to normal role.</p> <p>Individual meetings to identify clinically vulnerable group's needs.</p> <p>Staff to declare any illness or family member illness or any requirement to self isolate as a result of contact tracing or positive LFT/PCR test.</p>	<p>SJ (ongoing review and adaptation)</p> <p>SJ</p> <p>DC / SLT Link (September 2021)</p>
Movement around the building / social time.	Infection control	<ul style="list-style-type: none"> One way system retained for the entrance to the High Building, mainly to reduce congestion but also to help reduce large gatherings. 	SMSs to manage rota on High Building entrance / exit.	CF to manage
Testing, track and trace	Infection control	<p>School to issue twice weekly LFT's to students.</p> <p>Parents to notify school of any positive cases and share close contact list that has been shared with NHS track and trace.</p> <p>School to ensure that close contacts have a recorded PCR test result.</p>	Actions to be taken to ensure new cases are adequately tracked at school level.	DC / CF
Ventilation in classrooms and social spaces	Transmission of the virus	<p>Ensure high levels windows are opened where reasonably possible.</p> <p>Ensure there is a small amount ventilation throughout lessons (even by small openings in windows (to be opened more fully on lesson changes and end of lessons).</p> <p>Air conditioning must be accompanied with open windows unless there is only one person in the room (e.g. office server room).</p>	<p>Communicate to all staff and spot checks to enforce.</p> <p>Respond to practical issues e.g. noise when doors are open.</p>	DC / SLT / Site team. (September 2021 and ongoing)

		<p>As a minimum, open doors on lesson changes.</p> <p>Fans may be used but must be done in conjunction with open windows to aid circulation of fresh air.</p> <p>CO₂ monitors due imminently to identify hot spots of poor quality air. Actions will be taken to improve ventilation once evidence emerges.</p>	Install CO₂ monitors once they arrive.	Site team
Symptomatic children	Containing the outbreak.	<ol style="list-style-type: none"> 1. Establish that they do have one of the Covid-19 symptoms, e.g. new persistent cough, high temperature, loss of taste and/or smell; 2. Ask the student to wait outside the classroom. Please do this discretely; 3. Call for assistance, using remove function on email or by telephoning the SSC; 4. We use the largest venue available at that time e.g. gymnasium – 2m distancing whilst waiting for parental contact. 5. They must use a mask and wait two metres apart from any other student, including all close contacts. 6. On call will place the student at this location. 7. Medical Officer will attend immediately to confirm the symptoms. 8. Medical Officer will phone parents once assessed to collect student immediately and take a PCR test; 9. The rooms the student has been in will be retraced, so the onsite cleaner can be contacted by radio to discretely clean desk and chairs. 	Communicated to all staff and regular reminders as necessary	DC (September 2021 onwards)
Emergency procedures	Minimising spread of virus whilst dealing with a separate emergency e.g. fire alarm	<p>Update Emergency procedure and approve with Governors.</p> <p>Safe evacuation ignoring one-way symptom wearing masks where reasonably possible.</p> <p>Students are already in Year Group bubbles at assembly points.</p>	Practice fire drill autumn 2021. Practice lockdown 2021-22. Agree Covid Emergency Plan addendum with Governors.	DC / VW (Nov – Dec 2021)
Cleaning arrangements	Minimising spread of virus around high touch areas	SPIE to clean all desks daily.	All cleaning to use anti-viral sprays. Check arrangements with mid day staff and SPIE staff.	VW (September onwards)

		<p>Individual Depts to agree high cleaning plans with SLT link e.g. music equipment, machinery in DT, sports equipment etc.</p> <p>Mid-day staff to clean tables after each sitting in the dining hall.</p> <p>All cleaning to use anti-viral sprays.</p> <p>Cleaning materials to be provided to every class teacher and in every social space and toilet for individual use.</p>		
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Additional Key Checklist				
Area of potential hazard		Key issue	Action	Lead
Welcoming all students back		<p>Plan for parent drop off and collection in order to minimise adult to adult contact</p> <p>Posters promoting good hand hygiene in appropriate places around the school</p>	<p>All desks facing front and two metre gap to teacher's desk. Students who can't avoid facing each other to remain in the same groups for activities over an extended period. New duty point added to stop parents dropping children off too close to reception.</p> <p>Relevant posters up across the school.</p>	
Reception, visitors (including Governors) and deliveries		<p>Consideration of our reception area and how to manage visitors and deliveries:</p> <p>Request that individuals communicate with the school via telephone or email where possible, rather than face to face visits</p> <p>Ensure good natural ventilation of enclosed type environments</p> <p>Avoid using air-conditioning systems or fans. Windows must be open when air con is on.</p> <p>Clear signage at reception encouraging safe practice regarding Covid.</p> <p>Reception area screened off</p> <p>Avoid sharing resources, such as pens and other objects</p> <p>Hand sanitiser to be topped and always available in reception areas and other appropriate locations</p> <p>Clear covid safe procedures for accepting deliveries</p>	<p>VW to work with SMD to ensure full compliance with all items in this checklist.</p> <p>DC to liaise with Governors.</p>	

		Clear covid safe plan for out of hours deliveries, when staff are present but school is closed.	
Classrooms		Classrooms to be organised to minimise the risk of infection to children (forward facing desks) Daily cleaning routines for surfaces Removed all unnecessary items in classrooms	All in place and monitored. Decluttering needs ongoing monitoring also.
Toilets		Additional cleaning regime. Separate toilet blocks for different year groups to be retained. Hand sanitiser available outside each block. Posters about hand washing added to each block.	SPIE to ensure appropriate cleaning. Staff to report concerns on cleaning. Separate toilet blocks in place and working well. Regular checks on hand sanitiser stations.
Lunch		Stagger lunch Separate times and halls for different year groups Cleaning regime between each sitting.	Staggered lunches now working well. Students remain in bubbles at these times. All tables thoroughly cleaned between sittings.
Outside breaks / play spaces		Retain split lunch	Separate play spaces for different year groups. 30 minute lunch working well but to be increased back to 40 minutes in Sept.
First aid		Ensure designated first aider has appropriate training for dealing with suspected cases. Have a stock of masks, aprons and gloves when administering first aid Used resources safe disposal plan	Medical Officer has a clear brief and appropriate training to receive cases. Well stocked with appropriate PPE. Safe disposal will occur.

		Clear arrangements for isolation and collection of a child if they show symptoms whilst in school		
Cleaning		<p>Regularly clean work areas including phones, keyboards and mouse</p> <p>Cleaning regimes increased for regularly contacted areas e.g. door handles, desks, toilets etc.</p>	<p>Staff to make own arrangements in between lessons, especially where equipment has to be shared. Staff to clean own areas if they share a room with another teacher. Cleaning equipment available in every room.</p> <p>SPIE have a clear plan for general cleaning.</p> <p>All staff to monitor and report any cleaning issues asap.</p>	
Transport		<p>If pupils are using public transport to and from school, encourage them to follow good hygiene practice</p> <p>Encourage self-walking and cycling to school where appropriate.</p>	<p>To be communicated via assemblies start of term.</p> <p>As an extra measure bikes can be chained to fencing on site if the bike shelter is full. So far not much use has been made.</p>	
Educational visits		<p>All visits to be planned on an individual basis in line with latest guidance.</p> <p>Risk assessments to include Covid management and contingencies for changes to regulations.</p>	<p>Visits are still encouraged and we are looking to resume sports fixtures for example.</p> <p>More thought is needed for bigger events such as whole year group field visits. Exam boards have removed the requirement for field work for this year.</p> <p>For extra curricular trips with cost, it is likely that insurance companies will remove protection for cancellation due to Covid-19. Such trips can still be arranged but this is at risk to parents so unlikely to go ahead.</p>	

			Smaller trips with minimal cost are still likely to be planned.	
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Conclusions:

If the above the measures are followed and employees and pupils with suspected symptoms do not attend the school or if they do are sent home immediately, and a high standard of hygiene is maintained then the risk of transmission will be low.

Review Date:

Review of this document should be annually or more frequent if:

- After an accident / incident involving an activity from this risk assessment
- Any significant changes to work practices, materials, equipment or legislation

Principal (Signed):



Dated: 06.09.21

Chair of Governors (Signed):



Dated: 06.09.21

THIS RISK ASSESSMENT HAS BEEN SHARED WITH ALL INVOLVED IN THIS ACTIVITY

The sharing of the risk assessment with all staff involved with the activity is vital to ensure all control measures are complied with, are practical and adhered to.