

Number: COVID-01
 Area/Role: Site wide

Preparation for wider opening following COVID-19 outbreak

Ringwood School
 Health & Safety - Risk Assessment



HAZARD Type	Is hazard type present?	Who is affected by the Hazard?	What is the hazard?	RISK RATING	RISK LEVEL	What is currently in place to control the hazard	ACTION PLAN								
							What action has been taken?	RISK RATING	RISK LEVEL	Date Completed	By Whom				
Transmission of infection between people	Yes	Staff Students Parents Contractors	Contraction of COVID-19 via coughing, sneezing and exhaling.	3	4	12	Moderate	Social distancing to apply to members of staff who need to maintain a 2m distance between themselves and others (as part of the wider opening control measure 3). Staff to teach at the front of the room; students given mini whiteboards to aid feedback at distance; staff spaces in departments organised (by the department) to limit gathering and keep a 2m distance. Students in Year Group bubbles (or smaller in Y7 & 8) to limit contacts between students (as part of the wider opening control measure 5). The school campus will operate according to a one way system. Staggered sessions - arrivals, lunch, and school end are all staggered to mitigate against crowding. Social areas of the school are zoned at break and lunchtimes to keep students within their 'bubble'. Air conditioning can be used where rooms have it as long as the temperature is set within a 'normal' range (16-24 degrees) and is not extra hot or extra cold. Parents will not be allowed onto the internal grounds of the school without a prior appointment. Guidelines and requirements communicated to parents via email and parent Zoom meetings in July (recorded for ease of access). Teachers and other staff will have access to PPE if required (visors, face masks, gloves and aprons) (as part of the wider opening control measure 6). One area remains empty and sterile to act as a breakout area in the event that someone displays symptoms (MV1). Staff room use is limited, with social distancing in place. School transport will be managed and risk assessed by Hampshire County Council. Any school transport will follow their guidance.	During the day, each classroom will be cleaned before use by a different group either by students using a 'Ultra AX' wipe; wiping over with Milton or using Milton with a Fogger machine. All new guidance and working arrangements were shared with staff through a recorded staff meeting on briefing on 13th July (saving in the briefing folder); with parents via parent zoom sessions on 13th and 15th July (recorded and available on the YouTube channel) and with the Governing Body on 14th July.	3	4	12	Moderate		
Transmission of infection between people	Yes	Staff Students	Contraction of COVID-19 via coughing, sneezing and exhaling because guidelines are not being adhered to.	2	2	4	Tolerable	An additional section has been added to the school behaviour policy to lay out guidelines (as above) and require students to adhere to these guidelines. This has been authorised by the governing body. The importance of compliance has been communicated with parents verbally (via Zoom meetings with parents) and in writing.	New section of the behaviour policy. Expectations widely communicated. System of warning letters in place.	2	2	4	Tolerable		
Transmission from surfaces (All indoor and outdoor spaces)	Yes	Staff Students Parents Contractors	Contraction of COVID-19 through droplets on surfaces - touched by employee or student - touches, face/mouth/nose.	3	4	12	Moderate	Increased cleaning regime by cleaning staff using effective cleaning agent, extra and/or more rigorous cleaning of desks, tables, door handles, toilets and other such communal items during the school day (as part of the wider opening control measure 4). Cleaning staff capacity increased. Fogging machines purchased to allow effective and speedy cleaning of communal areas through the day. Cleaning of toilets increased. Provision of hand sanitiser at strategic locations (eg. access/egress points), all students ask to have their own hand sanitiser effective against Covid 19 with them and use it regularly (as part of the wider opening control measure 2). Good hand hygiene must be communicated and observed - all students encouraged to sanitise hands regularly (as part of the wider opening control measure 2). Staff encouraged to bring in own refreshment provisions to limit the use of communal kettles. Students can refill their water bottles. They should wash or sanitise their hands immediately before and afterwards. MFP Printers out of use for students and printing to standalone printers only to reduce touch points. Students given a mini whiteboard for feedback. Students to ensure they bring their own stationary to school (pen/pencil/ruler etc) to avoid having to lend items. Potentially COVID-19 infected waste/used PPE will be separated as a waste stream, double bagged, bags dated and stored for 72hrs before disposal. School transport will be managed and risk assessed by Hampshire County Council. All shared equipment (in PE/ Technology or Science for example) will be cleaned between use of students different bubbles in line with best practice guidance (either DfE or CLEARSS).	Regular contact maintained with schools' cleaning contractors to ensure capacity and suitable cleaning materials is maintained. New equipment (foggers) purchased. Wipes/ disinfectant available in all classrooms.	2	4	8	Tolerable		
Employee symptoms in school	Yes	Staff Students	Contraction of COVID-19	3	4	12	Moderate	All employees and students notified that should they develop symptoms: a high temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature) a new, continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) or a loss of, or change in, sense of taste or smell (anosmia) - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. They must not come into school. Instead they should follow the government guidance on self isolation and testing and inform the Headteacher immediately (as part of the wider opening control measure 1). Any member of staff who begins to display symptoms whilst at school must inform the member of the Leadership Team on duty (who should then tell the Headteacher), leave site immediately and return home to follow the Government guidance on self isolation and testing. Where a member of staff is too unwell to transport themselves, they must immediately head for MV1, without touching surfaces or breaking social distancing. The member of staff should provide a list of all areas of the school that they have been in. Arrangements to be made for their isolated exit from site. Sanitisation of areas employee has been in immediately. Employee must arrange for COVID-19 test via Government online portal and inform Headteacher of results. Any member of the school community who has attended school must inform the school at the onset of symptoms, or symptoms within their household requiring them to test. The school will then take Public Health England advice immediately regarding self-isolation and testing. The school will then take Public Health England advice immediately regarding self-isolation and testing.	Public Health advice sought and implemented if any member of the school community, who has attended school, comes down with symptoms or is in a household with someone with symptoms. Headteacher to coordinate initial and continued welfare calls with member of staff/ student family. Headteacher to co-ordinate any direction to self-isolate for bubbles.	3	4	12	Moderate		
Household member of employee with symptoms	Yes	Staff Students	Household member of employee contracts COVID-19 or is advised to self isolate	3	4	12	Moderate	Self isolation and testing of member of staff as per Government requirements. Inform Headteacher.	Headteacher welfare call with member of staff.	2	4	8	Tolerable		
Vulnerable staff	Yes	Staff	Vulnerable staff with pre-existing conditions making them particularly susceptible to COVID-19	3	5	15	High	Follow government advice that all staff should be back in school, with the possible exception of pregnant staff (based on individual circumstances). All vulnerable staff have had an individualised risk assessment via telephone in July with the headteacher. Measures will be in place as agreed. Individual risk assessments and appointments with the occupational health dr can be arranged for any member of staff where the employee feels that it is necessary, due to their individual circumstances.	Actions on the risk assessments are in place.	1	5	5	Tolerable		
Contractors on site	Yes	Staff Students Contractors	Contractors contracting or spreading COVID-19	2	3	6	Moderate	Communicate the COVID-19 prevention measures ahead of attendance to site and repeat once on site immediately via induction. Provide contractors with the same control measures being applied to employees on site. Essential contractor works only (e.g. to maintain legislative compliance of building services, production critical works etc)	Full induction undertaken. Contractors will provide their own signing in and out procedures. Contractors provided with a copy of this Risk Assessment.	1	3	3	Trivial		
Visitors and Deliveries	Yes	Staff Students Visitors Contractors	Visitors contracting or spreading COVID-19	3	4	12	Moderate	Only essential visitors allowed on premises by prior arrangement as organised by the School. If essential, communicate COVID-19 prevention measures ahead of visit and repeat immediately at the point of entry to site. Delivery drivers asked to leave parcels at entrance gates where a member of the site team will collect. Signing for parcels is not possible.	Safe place' for deliveries is the intercom gate which is monitored by CCTV.	1	4	4	Tolerable		
Medicines	Yes	Staff Students	Risk of transmission or risk of children not receiving required medicines	2	4	8	Moderate	Medicine will be handed in to the medical room, as usual, where a written log will be maintained indicating who it is for, dosage and frequency. Medicines will be wiped down with Ultra AX' wipes. Medicines will be stored in a dedicated cupboard in the medical room. PPE will be available should it be required.		1	4	4	Tolerable		
Mental Health	Yes	Staff Students	Effects on employee mental health if a case of COVID-19 is confirmed in the workplace	4	2	8	Moderate	Clear and transparent communication with the workforce on developments with internal handling of the pandemic. Sources of support (counselling helpline and counsellor details) shared with the unions and published daily to staff (via the Daily). Active attempts made at keeping staff connected - briefing on a Monday, some distanced interaction with colleagues and meetings face to face or via Zoom. Guidance on where to find information from the NHS, WHO, IOSH, HSE etc. Students to receive assemblies and positive Life Choices activities. Pastoral support provided to students on a needs basis, pastoral support for a return to school for anxious students to be delivered w/c 31st August.	The Leadership Team and Union Representatives were trained on 4th June by a Psychologist in trauma related coaching techniques to support communication with staff who are suffering with their mental health - REACT training. Close links have been maintained with the homes of more vulnerable students through out closure to understand what needs there maybe on return.	2	2	4	Tolerable		
Other emergency / sickness	Yes	Staff Students	Injury, illness or sickness	3	4	12	Moderate	Paper register taken in each session in each day, reported to DfE and accessible in the event of an emergency. First day calling in place. Review provision of first aid and update first aid risk assessments in line with social distancing and respiratory hygiene requirements. Ensure all first aiders are adequately trained in new measures. PPE will be made available for all trained first aiders. Review evacuation plans with specific consideration to muster points and maintaining social distancing. Communicate to all members of staff any changes to emergency arrangements/plans including induction for visitors/contractors.	Fire drills to take place on the first day.	1	4	4	Tolerable		

Name of Assessor: Issue Number
 DECLARATION
 Managers should monitor and review the application of the specified controls.

Written by: Sam Coombes Date: 16/05/2020
 Authorised by: L.Smonds Date: 18/04/2020

Reviewed on: 09/07/2020
 Reviewed on: 13/08/2020
 Reviewed on: 03/09/2020