

<b>Educational Setting</b>	<b>Witchford Village College</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment – Fully re-opening September 2020
<b>Completed by &amp; Date</b>	Bessie Owen July 2020
<b>Review Date</b>	January 2021 unless significant changes are needed.  Updated November 2020. Changes are highlighted in red.  Updated 4 <sup>th</sup> January 2021. Changes are highlighted in blue.

**This risk assessment is written on the assumption that staff and students will self isolate, according to government instructions, if they or a household member have symptoms of Covid-19 or asked to do so by the national Track and Trace initiative.**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you doing already?</b>	<b>What further action is necessary?</b>	<b>Action by whom?</b>	<b>Action by when?</b>

Risk of transmission	Staff/students may contract coronavirus	<ul style="list-style-type: none"> <li>✓ Distancing measures</li> <li>✓ <b>Masks worn in communal areas</b></li> <li>✓ Separation measures               <ul style="list-style-type: none"> <li>○ Balance between the two as set out in the document: <i>Full Opening Plan – Protective measures</i></li> </ul> </li> <li>• <i>LFT established to test for Covid 19 in students and any staff who are using the site regularly. Please see separate Risk Assessment for the lateral flow testing procedures. w/c 4<sup>th</sup> Jan</i></li> <li>• <b>Covid Team Leader – Bessie Owen</b></li> </ul>		SLT Staff	Ongoing-commencing 9 <sup>th</sup> July
Virus is transmitted by touch points	Staff/students may contract coronavirus	<ul style="list-style-type: none"> <li>✓ More frequent cleaning procedures will be in place across the site, particularly in communal areas and at touch points including:               <ul style="list-style-type: none"> <li>○ Taps and washing facilities,</li> <li>○ Toilet flush and seats,</li> <li>○ Door handles and push plates</li> </ul> </li> </ul>		Cleaning Team, staff, students	Ongoing  EDO to liaise with GP regarding day cleaner/ janitor 9 <sup>th</sup> July

# RISK ASSESSMENT

<b>What are the hazards?</b>	<b>Who might be harmed and <i>how?</i></b>	<b>What are you doing already?</b>	<b>What further action is necessary?</b>	<b>Action by whom?</b>	<b>Action by when?</b>
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		<ul style="list-style-type: none"> <li>○ Handrails on staircases and corridors,</li> <li>○ Lift and hoist controls,</li> <li>○ Machinery and equipment controls,</li> <li>○ Keyboards, photocopiers and other office equipment.</li> </ul> <p>Three additional daytime cleaners appointed starting 11<sup>th</sup> November 8:45- 1pm.</p> <ul style="list-style-type: none"> <li>✓ Students remain in fixed teaching groups and permanent classrooms with the exception of MFL and option subjects. Teachers move to the students' teaching room. Classroom desks and chairs are cleaned by cleaning staff whenever the room is used by a different group e.g. music rooms.</li> <li>✓ Move from five 60 minute lessons to three 100 minute lessons to ensure fewer changeovers and quieter corridors.</li> <li>✓ If school is informed that someone has tested positive with covid-19 then any</li> </ul>			
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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?
		<p>area/room they have accessed will be cleaned and disinfected.</p> <ul style="list-style-type: none"> <li>· The COSHH risk assessment for cleaning/caretaker activities identifies the correct process and PPE to be worn.</li> <li>· High quality 'fogger' purchased and site manager trained in use for enhanced cleaning</li> <li>• Only key worker and vulnerable students are allowed on site and these students are separated into different areas to allow for spacing.</li> <li>• The day cleaners remain on site cleaning</li> <li>• Limited numbers of staff on site who work in their classrooms</li> </ul>			

## RISK ASSESSMENT

Lunchtime and Breaktime	Risk of transmission through large groups gathering and sharing facilities at lunchtime.	<ul style="list-style-type: none"> <li>✓ Students will sit in designated year group areas and will maintain appropriate distance within these areas.</li> <li>✓ Students will be supervised during lunch.</li> <li>✓ Hot food is sold in two sittings (Year 10-11 at break and Year 7-9 at lunch) with separate queues and social distancing enforced through barriers</li> <li>• The canteen is closed and students bring their own lunch to school</li> </ul>		Parents, students, staff	Ongoing Caterlink informed by 10 <sup>th</sup> July
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What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?
Fire	Staff, students	<ul style="list-style-type: none"> <li>· Personal Emergency Evacuation Plans are in place.</li> <li>· All emergency escape routes / doors are fully operational and kept clear.</li> <li>· Staff and pupils reminded that if the fire alarm is activated social distancing is not required.</li> <li>· Fire drill conducted in year groups.</li> </ul>		Staff, Site team, Fire Marshall, SLT	<p>Ongoing- ST to complete PEEP by 17<sup>th</sup> July</p> <p>Ongoing</p> <p>September</p>

## RISK ASSESSMENT

<p>Access/Egress of school building</p>	<p>Staff, students increased chance of transmission</p>	<ul style="list-style-type: none"> <li>· One way system around the inside of the school site.</li> <li>· Science refurbishment starting 23<sup>rd</sup> November impacts one way system in one corner of school. Corridor divided in half with hazard tape. Keep left signs. Students continue to travel in same direction.</li> <li>· Staff on main gates to control pedestrian traffic at peak arrival/departure times.</li> <li>· Where possible, doors are propped open to reduce the need for touch (fire protection measures must be adhered to).</li> <li>· Sanitiser available in each classroom.</li> </ul>		<p>Staff</p>	<p>Ongoing- order complete by July 17th</p>
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Responding to possible and confirmed cases of coronavirus	Transmission from person with confirmed case	<ul style="list-style-type: none"> <li>✓ First Aid policy reviewed to include consideration of the risk of infection of covid-19.</li> <li>✓ In the event a student/staff member reports feeling ill with coronavirus symptoms they must be sent home immediately. For students:               <ul style="list-style-type: none"> <li>○ First aider remains 2m apart and if this is not possible wears PPE.</li> <li>○ Student with symptoms if possible waits to be collected behind a closed door.</li> <li>○ Bathroom/area of symptomatic person cleaned and disinfected once left site.</li> </ul> </li> <li>✓ Student/staff with symptoms must be tested and inform school of test result.</li> <li>✓ In the event of a positive test – local health protection team called who will advise on which staff/students to send home for <del>14 days</del> 10 days linked to close contact. Close contact:               <ul style="list-style-type: none"> <li>○ Face to face less than 1m</li> <li>○ Within 1-2m for 15mins or more</li> <li>○ Travelled in same small vehicle.</li> </ul> </li> </ul>		First Aid Team, Parents, staff	Ongoing. FDF to implement by 4/5 Sept.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?
Waste	Transmission through used tissues etc.	<ul style="list-style-type: none"> <li>✓ Waste bins relocated to key strategic positions both in school buildings and in external areas in order that waste materials can be managed safely</li> <li>✓ Bins emptied daily. Staff wear protective gloves and wash hands immediately after carrying out this activity.</li> <li>• See separate LFT RA for health waste identified by tiger or yellow sacks</li> </ul>		Cleaning Team	Ongoing by 4 <sup>th</sup> Sept
Break/Lunch times	Increased chance of transmission linked to large gatherings	<ul style="list-style-type: none"> <li>✓ Students spend break and lunch in designated outdoor areas according to year group supervised by staff.</li> <li>• Limited numbers of students on site and separated by year.</li> </ul>		Staff	Ongoing
Staff/Pupils within the vulnerable/shielded group	Staff/pupils in these categories more at risk of increased complication.	<ul style="list-style-type: none"> <li>✓ Any member of staff or pupil that is within the vulnerable or <b>Clinically extremely vulnerable group</b> can attend school unless other instructions from government are issued.</li> <li>✓ Staff with any concern should complete a risk assessment <b>with line manager and shared with</b> EDO which will then govern the next steps.</li> </ul>		Staff, line managers	Ongoing

# RISK ASSESSMENT

Contractors		<ul style="list-style-type: none"> <li>✓ All <a href="#">contractors</a> must provide a suitable and sufficient risk assessment for the activities they carry out which must include Covid secure measures.</li> </ul>		Site Team, SLT	Ongoing
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		<ul style="list-style-type: none"> <li>✓ All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</li> <li>✓ All contractors must leave full contact details for the purposes of track and trace.</li> </ul>			
Property Compliance		<ul style="list-style-type: none"> <li>✓ Ensure that relevant property statutory compliance checks have been completed and records updated.</li> <li>✓ Daily and weekly checks are ongoing</li> </ul>		Site Team	
Hygiene		<ul style="list-style-type: none"> <li>✓ The school has a suitable supply of soap, hand sanitiser, tissues and access to warm water for washing hands.</li> <li>✓ Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.</li> <li>✓ Appropriate controls are in place to ensure the suitable sanitation of work spaces, classrooms and equipment before and after use.</li> </ul>		Cleaning and Site Team and Fran DF  Staff, students	Ongoing. Order complete by 17 <sup>th</sup> July
Personal Protective Equipment		<ul style="list-style-type: none"> <li>✓ Personal Protective Equipment should not be needed by the majority of people on site.</li> <li>✓ Where close proximity working (e.g. school Site Team) is required for longer than 15 minutes, we will assess</li> </ul>		SLT, Site Team, Cleaning Team	Ongoing

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		<p>the need to issue employees with appropriate Personal Protective Equipment.</p> <ul style="list-style-type: none"> <li>Re-usable PPE will be thoroughly cleaned after use and not shared between staff.</li> </ul>			
Behaviour		<ul style="list-style-type: none"> <li>Staff/Student behaviour and cooperation is key to implementing all of the controls.</li> <li>Students unable to comply with the protective measures will be subject to disciplinary procedures as per the behaviour policy.</li> <li>Staff and students are required to cooperate with government plans for contact tracing.</li> <li>Students are closely supervised in small groups to ensure social distancing and appropriate behaviour</li> </ul>		SLT, staff	Ongoing
School work spaces		<ul style="list-style-type: none"> <li>Work spaces will have a maximum capacity displayed.</li> <li>Where practicable doors and windows should be propped open.</li> </ul>		SLT, staff	Ongoing- GP to have in place by 4 <sup>th</sup> Sept.

## **General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting**

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.

- ✓ Use hand sanitiser gel if soap and water are not available.
- ✓ Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- ✓ Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- ✓ Put used tissues in the bin immediately and wash your hands afterwards.