



Bishopshalt School Risk Assessment

Purpose: To prepare for the reinstatement of a Covid Lockdown from the 5th of November 2020. To ensure that staff and students are safe, know protocol and all is done to minimise risk of transmission.	Assessment Carried Out By Name: Liam McGillicuddy Signature:			Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
	Responsible Manager Name: Peter Edgley Signature:			9 Nov 2020	3 Dec 2020	MCG
Activity / Process: Return to school from the COVID 19 outbreak. <ul style="list-style-type: none"> During this evolving situation please monitor and follow government guidance given in the web links provided 						

Risk Rating.

It is the risk assessors' evaluation of the risks that is important. We have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

What are the Hazards ? (What can go wrong)	Who might be Harmed & How ?	Existing Control Measures and factors to consider	Risk Rating with controls in place			Additional Controls	Action By Who ?	Action By When ?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
Catching / Spreading Exposure from others due to: 1) Teaching someone with a confirmed	Staff, Pupils, Visitors	<ul style="list-style-type: none"> Anyone with confirmed case is not allowed on site Welfare facilities are provided which contain suitable levels of soap and hand sanitiser. Welfare staff use the most appropriate forms of PPE Students wear masks at all times except for lessons and in the bubble 	3	4	12	Safe systems of work must be provided to staff before they start work, and displayed in school. Staff to sign to say they have read and will comply. <ul style="list-style-type: none"> Staff and student protocol updated One way system operating throughout the school for staff, students and visitors once on site. Demarcations and symbols placed throughout the school to remind and ensure distancing.			



<p>case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>		<p>zone. Students can wear masks when they wish. However students unable to socially distance will be required to wear masks.</p> <ul style="list-style-type: none"> ● Students remain in year group bubbles. Social distancing within bubbles ● Teachers maintain social distancing between themselves and students. Current social distancing applied, however where possible 2 metre social distancing adhered ● All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds when required ● Hand cleaning facilities or hand sanitiser to be available at the entrance/exit and throughout the building and should be used by all persons when entering and leaving any area. ● Employees should use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. ● All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. ● Follow good hygiene measures at all times. 			<p>Student movement is controlled throughout the site from arrival to dismissal. 'Bubbles' are attached to groups of rooms and to 'free time' areas. Students lined up and collected by teachers, and returned to their bubble zones at the end of each period. This movement facilitated and controlled by SLT and lead members of staff with Walkie Talkie communication</p> <p>Guidance for educational settings</p> <p>https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</p> <ul style="list-style-type: none"> - Students and staff can choose to wear masks in lessons, we do believe however that it impedes learning, communication and relationships. <p>Staff are able to maintain 2 metres distancing and all students are facing forwards.</p> <ul style="list-style-type: none"> - Students will be allowed to wear masks at lunch time if they choose too. - Staff will be allowed to wear masks in communal areas or where they can not maintain distance from their peers. - All staff shown how to use masks correctly. <p>Cleaning conducted each day of areas that are contacted. Two extra cleaning staff employed.</p> <p>All staff given hand sanitiser, tissues and spray as necessary. To be sourced from the Pupil office</p> <p>Communal areas open, however larger meetings will be held in more open areas so that staff can maintain distance. Staff briefing/ and meetings may occur virtually.</p>			
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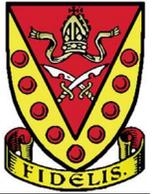
		<ul style="list-style-type: none"> Persons will follow up to date PHE guidance about isolation. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms until testing complete. Only return to work once either a negative test is presented, or till 7 days after a positive test. If a staff member is contacted via National Test and Trace they must share with the Head teacher the guidance and follow the expectations set out in the communication. Should persons disclose that personnel living with them are self-isolating, they should be encouraged to follow the same process above. 				<p>Resources to be digitalised. All work set students shared via Google Classroom. Students isolating must be able to access resources/ online learning</p> <p>All pastoral reports conducted via Google</p> <p>Doors and windows open throughout the site as far as possible.</p> <p>Tissues and bins in every room.</p> <ul style="list-style-type: none"> Staff collect tissues, santiser and spray as needed from the Pupil Office <p>Extremely Clinically Vulnerable staff to work from home.</p>			
Suspected case whilst working on site	Staff, Pupils, Visitors	If a person displays symptoms - A high temperature, tastelessness/smell, a persistent cough or any updated guidance, they should:	2	4	8	What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting			



		<ul style="list-style-type: none"> • Notify the Headteacher immediately. • Avoid touching anything. • Go home immediately (Children accompanied by their parent, etc). • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Follow the guidance above re isolation and testing. • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. 				<p>School Guidance for opening</p> <p>A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <p>One way system used in the welfare room to ensure minimisation of transmission of C19. Glass shielding for the workers in the Welfare office.</p> <p>Cleaning Guidance</p> <ul style="list-style-type: none"> • If students/staff need to go to the bathroom while waiting to be collected/before they drive home, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres can not be adhered to 			
Access to & egressing from site Bringing infection on	Staff, Pupils, Visitors	<ul style="list-style-type: none"> • Where possible, implement the following practices: 1) Stop all non-essential visitors (children of staff) entering site 	2	3	6	To report regular absence, staff use the absence processes as per the handbook. If the staff member is aware prior to the morning, please email xxcoverat any point in addition to following usual procedure.			



<p>site and or spreading the infection through the process</p>	<p>2) Introduce staggered start and finish times to reduce congestion and contact at all times.</p> <p>3) Monitor site access points to enable social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>4) Require all persons to wash or clean their hands before entering or leaving the site.</p> <p>5) Follow distancing guidelines between people waiting to enter the site.</p> <p>6) Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</p> <p>7) All visitors must scan the QR code at reception and support track and trace.</p> <p>Visitors</p> <ul style="list-style-type: none"> ● No non-essential visitors are allowed onto the school site. <ul style="list-style-type: none"> ○ All visitors to be made aware of site rules <p>Staff</p> <ul style="list-style-type: none"> ● Staff follow protocol for above for testing if suspected of COVID ● On arrival all staff are required to wash <ul style="list-style-type: none"> ○ hands or use the sanitiser provided throughout the site. <p>Hand washing with soap to be at least 20 seconds each time.</p>			<p>Staff will be directed to get a test and inform the Head of the result as soon as possible.</p> <p>Visitors sign in confirming that to the best of their knowledge they have not got Covid 19. They also must use the Track and Trace app</p> <p>SLT / Site team man the gates at times of exit /entry to maintain security.</p> <p>Use code entry for staff if necessary. Avoid touching face before use of sanitizer</p> <p>Students enter the site as per normal. Year 7-9 8 till 8.10, Year 10 and 11 - 8.10-8.20. Sixth Form 8.20-8.25.</p> <ul style="list-style-type: none"> - Students follow one way system to their designated bubble Zone. <ul style="list-style-type: none"> - Mansion Gardens - Sixth Form - Field behind Maths - Year 11 - Main Court - Year 10 - Front Court - Year 9 - Backcourt - Year 8 - Field behind PA - Year 7 <p>At the beginning and end of each period students line up in their designated area in form groups.</p> <p>Teachers collect students and walk them to their next room. Students in classroom bubbles as follows</p> <ul style="list-style-type: none"> - Mansion Building - Sixth Form - Maths/Business - Year 11 - English corridor and room 67/68 - Year 10 - History, 85-87 and 84 - Year 9 - Languages and Geography - Year 8 - Science - Year 7 			
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						Students will be dismissed via bubble. This will be managed by SLT. Staff are to hold students in their classroom until SLT / Year Tutor arrive to dismiss in coordination with other radio holders.			
<p>Classroom use/co curricular/Lunch time</p> <p>Minimise contact between individuals and maintain social distancing wherever possible</p>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> Where possible Staff are to maintain a safe distance between each other and students (2 metres). Bubbles ensures that students do not mix All persons are to wash their hands/hand sanitise upon entering classrooms. <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> Wash hands on entry to school Use alcohol-based hand sanitiser upon entry to school, entry and exit of classrooms. All hand contact surfaces to be cleaned throughout the day. Only use cleaning products supplied by the school. <p>Staff to staff interaction;</p> <ul style="list-style-type: none"> No physical contact. No close contact activities (2 metre distance) 	2	3	6	<p>Markout areas so to provide a clear means of maintaining 2m distance</p> <p>Hand sanitizer present in each teaching space for changing of teacher</p> <p>Use of sanitiser before handing out any material.</p> <p>Hand sanitiser outside each classroom. To be used by each person upon entry to classroom.</p> <p>Co curricular activities to be run within the bubble spaces for each group. Where prefects are used they follow distancing and safety guidance set out for staff.</p> <p>Practical lessons can be conducted outside within the Bubble Zones set out above</p> <p>When staff arrive and leave their classroom they sanitize the keyboard, mouse and work space.</p> <p>Staff use their own board pen/ other equipment.</p> <p>Classes are set out facing one direction. Computer rooms may be facing outwards. The key is that all classrooms are set such that staff can maintain 2 metres distance from their students.</p>			



		Lunch time Student bubbles have allocated times for lunch. They are released from their bubble areas to visit the diner via radio.				All food is takeaway, with hand sanitiser available as students enter the diner and as they leave. - Other Covid Secure arrangements as per Cucina protocol			
Cleaning	Staff, Pupils, Visitors	A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Cleaning protocol is as follows: <ul style="list-style-type: none"> ● Hard surfaces to be cleaned prior to disinfecting. ● A combined detergent disinfectant solution or chlorine-based cleaner is to be used. ● Extra attention is to be given to frequently <ul style="list-style-type: none"> ○ touched areas and surfaces, e.g. doors, toilets, door handles, phones ,light switches and door fobs, etc. ● Hand towels and hand wash are to be <ul style="list-style-type: none"> ○ checked and replaced as needed by the Premises and cleaning staff. ● Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. ● Only cleaning products supplied by the school are to be used. ● Bin liners should be used in all bins 	2	2	4	All cleaning staff to be on duty as required. Times of, and location of cleaning dependent on the Timetable			



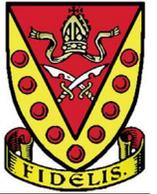
Deliveries & Waste collection.	Staff, Pupils, Delivery drivers, Waste collection operatives	<ul style="list-style-type: none"> ● If practicable drivers should wash or clean their hands before unloading goods and materials. ● Do not approach delivery staff, allow packages to be left in a safe place. ● Hands are to be thoroughly washed after handling all deliveries or waste materials. ● Waste to bags and containers - to be kept closed. ● Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours). ● Unused department blocks to be kept locked therefore allowing cleaning teams to focus on smaller area to higher standards 	2	2	4				
Contractors	Staff, Pupils, Contractors	<ul style="list-style-type: none"> ● Contracting restarts following Covid Secure practices ● Staff and contractors are to maintain a safe distance between themselves and others (2 metres). ● All contractors are to wash their hands upon entering the site. ● Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use hand sanitiser. • Repeat the hand washing/sanitising every hour. 	2	2	4				



		<ul style="list-style-type: none"> • Site inductions are to be carried out following social distancing principles (2m separation). • Contractors should wear masks while on site. • The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. 							
Inclement weather – cold temperature allows disease to survive	Staff, Pupils, Visitors	<ul style="list-style-type: none"> • All persons to dress appropriately for the weather. • Facilities are provided to shelter from the elements. • Maintain good hygiene measures at all times. 	2	3	6	<p>Heating can be brought online through the use of portable units or building heating systems where forecasts show expected drop in temperature to less than 8 centigrade</p> <p>Students bring two pairs of shoes with them daily, and outdoor coats.</p> <ul style="list-style-type: none"> - School will attempt to provide poor weather shelter within the Zones - Inclement weather will result in students having break and lunch time in bubble rooms 			
Poor hygiene	Staff, Pupils, Visitors	<ul style="list-style-type: none"> • Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance. • Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. 	3	3	9	<p>Reminders provided in classrooms at regular points through the day</p> <p>Signage providing warnings and instruction</p> <p>Ground demarcated at 2 metres - and site cement painted with one way system and two metre distancing symbols.</p>			



		<ul style="list-style-type: none"> • Provide additional hand sanitising facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site. • Regularly clean the hand washing facilities and check soap and sanitiser levels. • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • School has extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. • Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant. • Wash hands before and after using the facilities. 				<p>Student bubbles associated with Toilets within the school to avoid mixing</p> <ul style="list-style-type: none"> - Increased monitoring and cleaning of toilets. 			
Lack of awareness / Health care	Staff, Pupils, Visitors	<ul style="list-style-type: none"> • Posters will be displayed in the welfare areas and in suitable places around the site. • It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion 	2	2	4	<p>DFE and PHE signage as well as bought labelling/sticker throughout site and on floors</p> <p>Emergency 'First Aider' stations, with covid Secure kits for treating students for 'First Responders'</p>			



Emergency procedures (Fire alarm activations etc)	Staff, Pupils, Visitors, Contractors	<ul style="list-style-type: none">Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).	2	2	4	Students and staff follow normal procedures however students must remain within their Bubble Zones.			



Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
	Impact (B)					

Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

	IMPACT	SCORE	HEALTH & SAFETY EFFECT
Impact Criteria (B)	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.



Risk Score		LIKELIHOOD	SCORE	EXPECTED FREQUENCY
<p>To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.</p>		Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Likelihood Criteria (A)	Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
		Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
		Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
		Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.