



OLD BUCKENHAM
HIGH SCHOOL

School

Coronavirus Risk Assessment

Prepared by Andrew Fell

10 July 2020 (reviewed 25th August 2020)

Latest review and update 23rd March 2021 by Andrew Fell and C Lloyd HSO

Reference Documentation

National guidance

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.hse.gov.uk/news/using-ppe-at-work-coronavirus.htm#non-healthcare-business>

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-1-1>

[HSE Ventilation and air conditioning during pandemic](#)

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

SET GUIDANCE

- Coronavirus H&S Guidance Re-opening of Schools Issue 3.0 March 2021
- SET Cold Weather Coronavirus Risk Assessment March 2021
- SET PPE and Face Coverings Risk Assessment 2nd March 2021
- Fogger Risk Assessment Feb 2021
- Risk Assessment LFT Self Testing 2nd March 2021
- SET COSHH Assessment for Alcohol Hand Sanitiser

The SET face covering policy contained in the full opening guidance shall take precedence in the event of a conflict with national guidance.

Please note: Where there is a requirement for a face covering it is on the proviso that some staff and students will be exempt on medical grounds.

	Hazard	Risk	Initial Rating – L,M,H	Control Measures to Reduce Risk	Responsibility	Further Actions	Final Rating – L,M,H
Illness	1. Unwell students and staff.	Coronavirus may enter the school and spread to other students and staff.	H	<ul style="list-style-type: none"> On entry to the school, students and staff asked whether they feel fit and well and whether they have a cough, fever or sudden loss of taste or smell. Communication to parents advising them of restrictions in place at the school, new procedures etc. in line with government advice. Emergency contact details updated for all students accessing on-site provision. From 1st April shielding guidance is being paused for clinically extremely vulnerable (CEV) people, staff are advised to continue to work from home, but if they cannot work from home, they should now attend their workplace. In the case of clinically vulnerable (CV), including BAME staff, pregnant women and those staff living with clinically extremely vulnerable household members, and students with a medical care plan, they should attend the workplace their personal risk assessments will be updated in consultation with the HR department. 	<p>All persons have a responsibility to identify and react to symptoms.</p> <p>All persons have a responsibility to follow and maintain control measures.</p> <p>All employees to supervise actions of students and promote Covid 19 safety.</p> <p>Headteacher, SLT and all staff will monitor and review the effectiveness of and adherence to the control measures</p>	<p>Isolate student or staff member displaying symptoms in designated room/s while they await pick up. This room to be deep cleaned afterwards. School has a disinfectant fogging machine for this purpose</p> <p>Positive cases must self-isolate for 10 days following the date of test</p> <p>Reporting of positive cases confirmed in latest SET guidance</p> <p>Another replacement staff member to be called in to cover.</p> <p>If multiple staff have to go home past the critical number agreed with Trust senior management, all students are sent home.</p>	M

	2. Spread of the virus	Coronavirus spreads quickly when people are in large groups.	H	<ul style="list-style-type: none"> • Social distancing will be maintained where possible in classrooms. • All rooms/area surveyed and layout/arrangements in place to maximise distancing. • Where it is not possible in offices, canteen servery etc screens have been erected • Test and trace Q code signage posted and explained to staff and students • Rotas in place to cover structured lunch and break time while students in school. • No contact sports or large gatherings e.g. assemblies. • Students are to stay in their groups during the school day and not mix with other groups. • Staff to communicate maintaining the 2 metre social distancing for adults and students, wherever possible. • Arrival and departure times staggered along with classes and breaks. • Parents not allowed inside the school unless an emergency and must wear face coverings • Social distancing markings/signage to be applied where queues may form, as appropriate. • Classrooms to be ventilated windows opened and doors wedged open. See separate Cold weather RA for further controls 	<p>All persons have a responsibility to identify and react to symptoms.</p> <p>All persons have a responsibility to follow and maintain control measures.</p> <p>All employees to supervise actions of students and promote Covid 19 safety.</p> <p>Headteacher, SLT and all staff will monitor and review the effectiveness of and adherence to the control measures</p>	<p>Inform parents if any case is confirmed and all students and staff in the group socially isolate for 10 days.</p> <p>First aider to have access to mask, visor or goggles, gloves and apron when attending to casualties where close contact is required and when monitoring a symptomatic person in isolation where 2m social distancing cannot be maintained</p> <p>All staff and students to observe the SET face covering policy as outlined in the latest guidance</p> <p>Face coverings should be stored in a resealable plastic bag during the school day when not in use. Hands must be washed/sanitised after removing face covering.</p> <p>No school trips permitted until further notice</p>	M
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				<ul style="list-style-type: none"> • SET have provided a PPE assessment based on current threat • Secondary school students must wear face coverings on public and dedicated school transport and sanitise on boarding and exiting bus. 		<p>Essential visitors only (must wear face covering)</p> <p>Transport provider to provide their risk assessment and seating protocol</p> <p>Rapid lateral flow self-testing twice a week introduced in school for all consenting staff and students. Home testing kits are provided with full instructions.</p> <p>Some students may still be tested in school at the head teacher's option to ensure efficacy of results</p>	
Hygiene	3. Handwashing	Handwashing procedures may not be followed and will cause the virus to spread.	H	<ul style="list-style-type: none"> • Signs up in working areas and toilets. • On return from the toilet, all staff and students also sanitise their hands. • All persons entering the school building required to wash or sanitise their hands for 20 seconds in line with govt advice • Refreshers given regularly to remind everyone of correct procedure 	<p>All persons have a responsibility to apply frequent and thorough hand and respiratory hygiene.</p> <p>All persons have a responsibility to follow and maintain the measures</p> <p>All employees to supervise the actions of students</p>	<p>Any student refusing to follow procedures will be sent home immediately.</p> <p>Electric hand dryers to be isolated until further notice</p> <p>NHS Hand washing technique video to be shown to staff and pupils https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ for refreshers as</p>	M

					and promote Covid 19 safety. Headteacher, SLT and all staff will monitor and review the effectiveness of and adherence to the measures	it is easy to lapse due to Covid burnout	
	4. Waste	Wipes, clothes, tissues and used PPE may not be disposed of safely.	H	<ul style="list-style-type: none"> Any tissues, towels, cloths, wipes or other items used by or on suspected cases must be double bagged, tied and left for 72 hours and then disposed of. This also applies to all disposable PPE used by those in close personal contact with the individual. General Cleaning wipes, clothes, tissues used during enhanced cleaning to be placed in bin and emptied by cleaner regularly. Disposable masks if needed by kitchen staff to be placed in covered bins each day. Face covering disposal procedure for used items in place Waste bins are provided in all occupied rooms 	<p>All persons have a responsibility to dispose of materials in accordance with safe practice.</p> <p>All persons have a responsibility to follow and maintain control measures</p> <p>All employees to supervise the actions of students and promote Covid 19 safety.</p> <p>Headteacher, SLT and the Cleaning Manager will monitor and review the effectiveness of</p>	<p>Waste not to be disposed of in recycle bins</p> <p>Healthcare waste generated by any in-school testing is no longer categorised as healthcare waste but staff should still take precautions and wear gloves provided when handling prior to disposal. It is not necessary for such waste to be kept for 72 hours.</p>	M

					and adherence to the measures		
	5. Sanitising /Cleaning	The virus contaminating surfaces.	H	<ul style="list-style-type: none"> • Students and staff sanitise their hands frequently with sanitisers effective against enveloped viruses, and at the change of any activity. Directed by staff. • Tables, chairs and other work surfaces are to be disinfected as a minimum daily and by lesson where possible • Laptops and computer keyboards and mice to be wiped after each use • Bins provided in all occupied areas and toilets. • All key touchpoints, door handles, work surfaces, light switches, toilet flusher, taps, sinks etc to be cleaned regularly e.g. at break times and after lunch in addition to normal cleaning routine. • Any equipment used by one bubble e.g. science, music, DT, Food tech, PE equipment to be thoroughly cleaned before another bubble can use it. • Soft furnishings if they cannot be removed should be fogged regularly • Usual detergents and disinfectants in use are suitable/ • Catering manager has provided risk assessment of activities 	<p>All persons have a responsibility to follow and maintain the measures</p> <p>All employees to supervise actions of the students and promote Covid 19 safety.</p> <p>Headteacher, SLT and the Cleaning Manager will monitor and review the effectiveness of and adherence to the measures</p>	<p>Ensure new cloths and gloves are used when cleaning.</p> <p>Deep clean to be completed by utilisation of disinfectant fogging by school estates staff on a rota basis particularly in high traffic and communal areas with numerous touchpoints</p>	M

	6. Sharing resources	Students may pick up the virus by sharing resources.	H	<ul style="list-style-type: none"> Each student must use only their own resources: <ul style="list-style-type: none"> a) pen/pencil b) own device/ school laptop assigned to them for the day and thoroughly cleaned at start and end/ c) paper copies of resources (student property not returned to school) d) own notebooks School books/equipment should not be taken home Teachers must mark all work remotely from pupils (i.e. – no dynamic marking or ‘marking over the shoulder’) sanitise hands after use. Resources to be audited in line with DfE guidance and removed from classrooms prior to extended reopening Students are frequently reminded not to share resources by staff members Vulnerable staff members to bring their own cups for drinks 	<p>All persons have a responsibility to follow and maintain measures</p> <p>All employees to supervise actions of students and promote Covid 19 safety.</p> <p>Headteacher and SLT will monitor and review the effectiveness and adherence to measures</p>	<p>Any student repeatedly refusing to follow procedures will be sent home immediately on H&S grounds</p> <p>Staff to inform students that sharing of Water bottles and food is not permitted</p> <p>School drinking fountains where mouth may be placed over dispenser to be isolated</p>	M
	7. Clothing	Coronavirus can linger on clothing.	M	<ul style="list-style-type: none"> Share with parents, students and staff that fresh clothing should be worn daily. Share with parents and staff that clothing and reusable fabric face coverings should be washed in the washing machine at the hottest temperature the fabric will endure and that hands should be washed after loading the machine Staff dress codes are relaxed, but should remain professional – 	<p>All persons have a responsibility to follow and maintain measures</p> <p>All employees to supervise actions of students and promote Covid 19 safety.</p>	<p>Any student or staff member coming into school in previously worn clothing, or clothing deemed as unclean, will be sent home.</p>	L

				<p>machine washable clothing only, ties not required etc.</p> <ul style="list-style-type: none"> Staff and pupils advised to wear additional layers in cold weather (See Cold weather RA) 	Headteacher and SLT will monitor and review the effectiveness and adherence to measures and communicate with parents		
	8. Additional Equipment/items	Virus brought into the office on hard surface objects	M	<ul style="list-style-type: none"> Staff and pupils with Mobile phones will keep them on their person at all times or as otherwise directed Staff bringing food onto the premises must clean items and surfaces. Hard surfaces are fogged with disinfectant routinely 	Staff, Pupils School estates staff	Any staff member repeatedly refusing to follow procedures will be sent home immediately on H&S grounds	L
	9. Maintaining supplies	The school runs out of hygiene and cleaning supplies.	M	<ul style="list-style-type: none"> School to hold reasonable stocks of hand soap, alcohol hand sanitiser, anti-bacterial wipes, disinfectant, tissues, disposable gloves, aprons and paper towels 2 x Nominated first aiders to be equipped with fluid repellent masks and a full-face visor or safety goggles Report cleaning issues/shortages directly to the caretaker and/or SET Central team via email or phone. Secondary schools have been given supplier lists and have accounts set up 	Procurement staff, School estates will liaise with Norse Cleaning Manager to ensure supplies,	In the unlikely event of a supply shortage, any soap, shampoo or washing up liquid can be used to wash hands. Make contact with SET estates team, who will advise on procuring additional stock	L
Behavioural Issues	10. Aggression and contamination.	Specific students may contaminate staff, or other	M	<ul style="list-style-type: none"> Clear rules about coughing or spitting at or towards any other person 	All persons have a responsibility to	Upon identification of early warning signs, the student is sent home to	L

		students, through close contact physical aggression, biting and/or spitting.		<ul style="list-style-type: none"> Students who pose a high-risk of the identified behaviour will not be permitted into school unless the student has a social worker. An individual management plan/risk assessment will be written for any student known to exhibit these behaviours, before they can be admitted into school. The risk assessment shall identify the student's potential triggers, strategies and early signs which indicate the student is not managing. If a student is sent home due to failing to meet the (individual) Risk Assessment the behaviour policy should be followed regarding sanctions. 	<p>follow and maintain measures</p> <p>All employees to supervise actions of students and promote Covid 19 safety.</p> <p>Headteacher and SLT will monitor and review the effectiveness and adherence to measures</p> <p>SLT line lead for SEND</p>	<p>one of the emergency contacts provided to the school. Emergency contact confirms that the student can be collected at any time during the school day. This is part of the (individual) Risk Assessment.</p> <p>Staff member assigned to monitor behaviours to be given access to mask, visor or goggles, gloves and apron should they need it.</p> <p>In the unlikely event a student or staff member has been contaminated, they should be tested.</p>	
Staffing	11. Shortages	Too many staff are unwell at one time to maintain staffing levels in the school.	M	<ul style="list-style-type: none"> Consenting Staff will undertake lateral flow tests bi-weekly for the virus as part of the asymptomatic testing programme. From mid March these tests are self tests conducted at home Room occupancy limits set for staff rooms to minimise contact between adults 	SLT/Headteacher	In the event of staffing shortages, the school will reduce provision until safe staffing levels can be re-established.	L
	12. Excessive mental pressure	Threat of the virus may cause staff and students	H	<ul style="list-style-type: none"> Staff members are free to phone or email the trusts' designated welfare provider 	SLT/Headteacher/ All managers	MH workers to share significant general concerns with senior leaders.	M

		increased levels of anxiety.		<ul style="list-style-type: none"> Staff to contact senior leaders around concerns, SET HR and central team available to support Wellbeing resources IN PLACE and details shared with students, parents/carers via school pastoral lead 			
Miscellaneous Risks	13. Additional risks associated with full opening	Some procedures and use of equipment may increase risk of harm	M	<ul style="list-style-type: none"> Non-alcohol-based hand sanitiser to be used in art, science rooms, Food tech rooms and D&T rooms areas. They must be certified effective against enveloped viruses which include Covid-19 SLT will meet in response to any evident indication of a spike or as prompted by the DfE Schools have established PPE suppliers as used since March 2020. HSO Audit undertaken to ensure all routine regulatory inspections, servicing or checks have been undertaken. Equipment such as in catering function tested before start of term. 	Heads of Department, Staff, Head Teacher		L
People	14. Infection of higher risk people	Some people are at a higher risk in the event of infection as a result of pre-existing conditions or have been identified as higher risk groups.	H	<ul style="list-style-type: none"> A bespoke risk assessment will be undertaken for any pupil with an Individual Health Care Plan or an Educational Healthcare Plan for a condition that may make them higher risk. This may include additional control measures. A bespoke risk assessment will be undertaken for any employee identifying as Clinically Extremely 	Headteacher to liaise with SEND lead responsible for EHCP's SET HR to liaise with Line Managers and employees		M

				<p>Vulnerable or higher risk as confirmed by Human Resources.</p> <ul style="list-style-type: none"> • Pregnancy risk assessments will apply current Coronavirus guidance. • All existing and improvement actions will reduce the risk supported by the outcome of any bespoke individual risk assessment. 	Routine rapid testing arrangements to provide early identification of asymptomatic persons, will reduce the likelihood of Covid positive persons being present in the School.		
	15. Additional risks associated with full opening	Some procedures and use of equipment may increase risk of harm.	M	<ul style="list-style-type: none"> • Non-alcohol-based hand sanitiser to be used in art, science rooms, Food tech rooms and D&T rooms areas. The ones purchased are certified effective against enveloped viruses and approved by SET • SLT will meet in response to any evident indication of a spike or as prompted by the DfE and will review contingency plans in place • School has established PPE suppliers as used since March 2020. • HSO Audit undertaken to ensure all routine regulatory inspections, servicing or checks have been undertaken. • Equipment such as in catering function tested before start of term 	Heads of Department, Staff, Headteacher		L
	16. Sharing transport to school	May pick up virus by sharing transport.	H	<ul style="list-style-type: none"> • GETTING TO SCHOOL • Students, parents and staff advised to keep their use of public transport to a minimum • Parents staff and students are encouraged to walk or cycle to school if possible 	School staff monitoring arrival and departures, bus Students	Any child who reports NCC/Private hire not following measures to be listened to and staff to take action.	L

				<ul style="list-style-type: none"> • Dedicated school bus provider NCC/Private Hire has its own risk assessment in line with government guidance • School staff check buses carry hand sanitiser • All students aged 11 or over must wear a face covering on either public transport or on dedicated school buses 			
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METHODOLOGY FOR DETERMINING THE LEVEL OF RISK

ASSESSOR: Andrew Fell

DATE OF ASSESSMENT: 5th March 2021

Reviewed and updated by the HSO 23rd March 2021

DATE OF NEXT REVIEW: Weekly as a minimum or sooner if government guidance changes or a case of Coronavirus Covid-19 is confirmed among our pupils, staff or visitors

THREAT LEVEL:

L = LOW - Control measures acceptable no further action required

M = MEDIUM - Control measures adequate but could be improved

H = HIGH - Control measures inadequate urgent action required