

## RISK ASSESSMENT – COVID-19

<b>Company Name:</b>	Baysgarth School									
<b>Location:</b>	Barrow Road, Barton Upon Humber, DN18 6AE									
<b>Date of Assessment:</b>	14/07/2020			<b>Review Date:</b>	02/09/2020			<b>Revision No:</b>	2	
<b>Persons Exposed:</b>	<b>Employees:</b>	✓	<b>Other Workers:</b>	✓	<b>Public / Visitors:</b>	✓	<b>Young Persons:</b>	✓	<b>Estimated total number of persons at risk:</b>	1000
	<b>New / Expectant Mothers:</b>			✓	<b>Vulnerable Persons:</b>	✓	<b>Other:</b>			
<ul style="list-style-type: none"> <li>Organise and ask staff to complete safeguarding refresher concentrating on signs of abuse/neglect and action to take in the event of a disclosure being made.</li> </ul>										

<b>Task Description:</b>	Risk assessment for the possible transmission of Coronavirus / COVID-19. Updated in conjunction with Department for Education advice on 14/07/2020 and revisions on the 1.9.20
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Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
<b>Lack of Information</b>	1	1	L	The school has subscribed to information and updates from approved sources. These include, but are not limited to: <ul style="list-style-type: none"> <li>The UK Government (UK Gov) (<a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>),</li> <li>Public Health England (PHE) (<a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>),</li> <li>Department for Education (DfE) (<a href="https://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">https://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</a>),</li> <li>National Health Service (NHS) (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>)</li> </ul>	1	1	L	Public Health information is played in the dining hall for students and links to this information is on the schools website.  Visitors to the school will also see the last Public Health advert playing.  Staff will receive a daily briefing to make explicit which staff and students are self-isolating. In place from 18.09.20	Y	

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			<ul style="list-style-type: none"> <li>Health and Safety Executive (HSE) <a href="https://www.hse.gov.uk/news/coronavirus.htm">https://www.hse.gov.uk/news/coronavirus.htm</a></li> </ul> <p>There are daily government releases from the DFE which are monitored by SLT. Updates are passed to all staff members to ensure that they are kept informed in weekly emails and bulletins.</p> <p>Parents received a weekly letter, but this will step down to fortnightly and then monthly from September. Specific changes will be communicated when appropriate.</p> <p>Students have a weekly bulletin which is discussed with them via their form tutors every Monday, This is available for parents as well.</p>					
<b>Use of Personal Protective Equipment</b>	1	1	<p><b>L</b></p> <p>The wearing of a face covering or face mask in school is not recommended except in a local lockdown as directed by PH. We encourage any student or staff member who feels that this measure will support them keeping themselves safe, to wear one.</p> <p>Students and staff have been given guidance on the safe use and disposal of face masks.</p> <p>In every classroom there is a stock of face masks, wipes, hand sanitiser and tissues. These are replenished when resources run low.</p>	1	1	<b>L</b>	<p>Ensure that the school has a supply of face masks, aprons and eye protection for emergency use only.</p> <p>Place a bin by each student entrance which can be used for face masks.</p> <p>Place a box of sandwich bags at each entrance for storing reusable face masks.</p> <p>Sanitiser to be made available outside every external door to the school and in every classroom</p>	Y
<b>Staff / Student becoming unwell or displaying symptoms</b>	4	3	<p><b>M</b></p> <p>The school's hygiene room has been designated the triage room.</p> <p>In the event of any student displaying symptoms then they will be removed to this space and a first aider will attend. First aiders must ensure they wear face coverings. Students will be removed from site as soon as possible into the care of a parent or carer.</p> <p>Supervision will be provided at all times for students who become unwell waiting for parents to arrive.</p> <p>If students waiting to be collected require the bathroom then they should use a separate bathroom if possible and this will be disinfected using normal cleaning products before being used by anyone else. First aid staff must ensure signage is added to the outside of the toilet to inform everyone that it is out of use.</p>	4	3	<b>M</b>	<p>North Lincs Policy will be followed regarding the reporting process as issued to school Monday 13<sup>th</sup> July 2020</p>	Y

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			<p>If social distancing cannot be maintained (for example with those with complex needs) then PPE should be worn by the supervising adult to include: gloves, aprons and face mask. If the child is spitting, vomiting or coughing then eye protection will be worn.</p> <p>The supervising person should wash their hands thoroughly after contact with any person who is unwell and the affected area cleaned with normal disinfectant once the person has left. There should be no need for the supervising person to self-isolate following supervision of a child with symptoms unless they develop symptoms themselves.</p> <p>In the event of a staff member displaying symptoms, they should report this to SLT and then leave the site immediately. They will be advised to follow the Suspected or Confirmed Covid-19 Cases document which has been circulated to all staff. This will involve booking a test and confirming the outcome with the senior team as soon as it is known.</p> <p>Accurate lists of students and staff self isolating will be shared on a daily basis to ensure education provision is not negatively affected and support for staff can be implemented and all students provided with access to high quality lessons and resources.</p>						
<b>Vulnerable staff or students</b>	4	5	<p><b>H</b></p> <p>Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions will be identified through a centralised system led by the SENCO.</p> <p>Staff who were identified as vulnerable have an individual risk assessment in place completed by the schools Business Manager. The risk assessments will be personalised to the individual case and any reasonable adjustments or supports will be implemented as required.</p>	4	5	<b>H</b>	<p>The school should ensure that medical records for children are updated and kept on file.</p> <p>Communication to all parents to remind them of this scheduled for September 2020</p>	Y	
<b>Class sizes</b>	5	3	<p><b>H</b></p> <p>The class sizes remain as planned in the curriculum plan. The threat to this is in year admissions.</p> <p>The school will limit admissions to the PAN. The local authority will then need to support the school in allocating requests to other schools so that the risk of overcrowding does not occur.</p>	5	3	<b>H</b>		Y	

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<p><b>Travelling to school using school transport</b></p>	5	3	H	<p>The majority of the students attending Baysgarth arrive on school transport. This will involve students sitting within a 2m distance of students from other year groups for up to 45 minutes. Therefore the bubbles cannot be implemented as already breached before we reach the school site.</p> <p>When all students are back following the transition period, then a seating plan will be created for each bus by a nominated Year 11 student. These seats once allocated must remain in place for the duration.</p> <p>Hand sanitiser available as soon as students get off and just prior to getting on.</p>	3	3	M	<p>Parents informed that Public health in NL have recommended all students wear masks on school transport as per September letter.</p> <p>Staff will be on duty as students enter or leave buses with persistent reminders.</p> <p>Hand sanitiser on every bus</p>	Y	
<p><b>Entry and Exit to school</b></p>	4	3	M	<p>Designated entrances for students based on year groups have been implemented. Signage is clear and sanitisation stations at every entrance is provided. Staff are on duty at these points to support students.</p> <p>Students enter the building at 8.15 and proceed straight to their lesson and enter classrooms to remove opportunities for congregation.</p> <p>Stair cases have signage and marking to ensure students walk on the left at all times.</p>	4	3	M		Y	
<p><b>Contact between students on corridors</b></p>	5	3	H	<p>Contact between other persons must be limited and social distancing. This is not possible with children but should be followed where possible through reminders about self protection and responsibility.</p> <p>Students are taught the full broad, balanced curriculum in year groups. They move through the building to access specialist rooms which are necessary for the effective delivery of the curriculum.</p> <p>The school cannot operate a one way system due to the design and therefore corridors are high risk areas. Staff have been asked to:</p> <ul style="list-style-type: none"> <li>● Position themselves on the door facing into the corridors for passive supervision at lesson changeover</li> <li>● Staff who are not teaching should support movement on corridors</li> <li>● Staff should enforce students walking on the left hand side</li> <li>● Student should enter the classroom on arrival and not be lined up outside for any reason</li> </ul>	5	3	H	<p>Continue to monitor the advice regarding face coverings from neighbouring local authorities and NL PH.</p>	Y	

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				<ul style="list-style-type: none"> <li>Staff should supervise the sanitising of all students hands when entering or leaving the classroom</li> </ul>						
<b>Contact between students / staff in classrooms</b>	4	3	M	<p>All staff have been instructed to:</p> <ul style="list-style-type: none"> <li>Students should be welcomed and</li> <li>Seat student in rows facing the front of the class, with maximum space separating rows</li> <li>Staff should restrict movement around the class and avoid being within 1m of a student for any length of time</li> <li>Have a designated seating plan which is adhered to every lesson</li> <li>Stationery should not be shared between students and in the event of pen or pencil being needed staff are to gift this to the student</li> <li>Classrooms should be ventilated by opening the vents and keeping doors open where possible</li> <li>Homework is to be set using Google classroom to minimise work travelling to and from school</li> </ul> <p>Work will continue to be completed in the best format for the subject and this will be left untouched for at least 24 hours before staff will mark books.</p>	3	3	M	Staff guidance updated regularly through a 'live' FAQ document and weekly briefings	Y	
<b>PE</b>	5	3	H	<p>PE staff are following specific sport guidance and implementing this in lessons.</p> <p>Students are not changing when they have PE and have been asked to attend school already in their PE kit.</p> <p>In Dance lessons there are markings on the floor to support students socially distancing.</p>	4	3	M		Y	
<b>Cleaning and Hygiene practice</b>	4	3	M	<p>Adequate supplies of cleaning materials are kept on site. Cleaning staff have been instructed to increase the frequency of cleaning wherever possible.</p> <p>Surfaces where regular contact is likely, such as door handles, stair rails and toilets are regularly cleaned throughout the day.</p> <p>Hand sanitizing stations are organised at every entry to the school building and these are staffed during the start and end of the school day.</p> <p>Hand sanitiser units will be placed in every classroom by the door to embed the sanitisation process.</p>	3	3	M	<p>A more regular inventory of the cleaning stock should be made to ensure that supplies remain adequate, especially if availability becomes restricted.</p> <p>Toilet cleaning records are in place so checks can be made that each toilet is cleaned at least three times daily</p>	Y	

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			<p>Hand dryers are used in a few toilets but the amount of children in there has reduced to two. Only one person is allowed to use the hand dryer at any one time.</p> <p>All bins are emptied every evening in all classrooms and offices.</p>						
<b>Dining</b>	5	3	<p>All catering outlets will be open for students to minimise queuing. Students will be allowed to eat in the dining space and then then are asked to head outside into the fresh air.</p> <p>The lunchtime supervisors will manage queuing and encourage a safe distance between students.</p> <p>Lunchtimes are split for year groups with a maximum of 2 year groups having lunch at any one time.</p> <p>All tables and seating is wiped down thoroughly before each sitting.</p> <p>Staff have been advised to bring their own lunch or use the dining facilities but eat in designated spaces or their classroom. Additional guidance has been provided about the use of kettles and microwaves. All staff spaces have been allocated a maximum occupancy which is displayed prominently.</p>	4	3	<b>M</b>		Y	
<b>Transmission of Virus / Hygiene</b>	5	3	<p>All persons on school are provided with information on good hygiene measure to include:</p> <ul style="list-style-type: none"> <li>● washing hands with soap and water often – do this for at least 20 seconds.</li> <li>● washing hands when you get home or into work.</li> <li>● using hand sanitiser gel when entering the school or leaving the school</li> <li>● using hand sanitiser gel when entering or leaving a classroom</li> <li>● covering the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing.</li> <li>● put used tissues in the lidded bin straight away and wash hands afterwards.</li> <li>● do not touch your eyes, nose or mouth if your hands are not clean.</li> </ul> <p>All persons are instructed to obey ‘social distancing’ wherever possible.</p>	4	3	<b>M</b>	<p>Ensure that notices are displayed requiring all persons arriving on site to use hand sanitiser, or similar, before entering the main building.</p> <p>Ensure that posters and other information from the Hands, Face, space campaign are prominent in reception, dining areas and other areas of the school.</p>	Y	

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				Supplies of hand sanitiser, antibacterial wipes, tissues and masks are available for use in every classroom.					
<b>Emergency Procedures</b>	3	3	<b>M</b>	The school has formulated an emergency plan to follow should closure be required. Employees have been made aware of the emergency plan.	3	3	<b>M</b>		Y
<b>Staff Briefings / Meetings</b>	4	3	<b>M</b>	These are an important aspect of school development and communication. Whole staff briefing will be held every Monday through Google Meet. Staff can send questions or comments via the chat function. Notes from the briefing are sent out as a bulletin straight afterwards.  Faculty and staff meetings are permitted where necessary but leaders should ensure social distancing and extra care has been taken to sanitise hands and desks.  Some activities such as CPD will be conducted online to reduce the mixing of staff from different faculties.	2	3	<b>L</b>		
<b>Assemblies</b>	4	3	<b>M</b>	There will be no assemblies held after the transition period. All assemblies will be held virtually.	1	3	<b>L</b>		
<b>Extra curricular activities</b>	4	3	<b>M</b>	These cannot be managed in year groups, but consistent groupings for Inspire time have been created.  There will be a computer room available for students with limited or no access to ICT, 3 days per week. A seating plan will be taken for each session and students will implement high levels of hygiene and ensure they are socially distanced.	1	3	<b>L</b>		Y
<b>Confirmed Case of COVID-19</b>	4	5	<b>H</b>	Clear guidance has been issued to all staff regarding suspected or confirmed cases of Covid-19.  If any student or employee tests positive for COVID-19, Public Health will be contacted and advice sought regarding action.	1	5	<b>L</b>	Ensure that contact details for Public Health England are known. Use the North lincs reporting policy as issued to schools Monday 13 <sup>th</sup> July.	Y
<b>Visitors</b>	4	3	<b>M</b>	Only essential visitors should be permitted to attend school if possible. All non-essential visitors, meetings or appointments should be postponed, or the use of remote communication systems such as Google meet or Microsoft Teams encouraged Visitors must follow the same infection control and hygiene rules as all other persons on site.	1	3	<b>L</b>	Ensure that information posters and notices are displayed in reception areas.  Ensure that any staff who invites a visitor onto the school site has briefed them of the control measures	Y

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				<p>If a visitor refuses to follow the school’s policies in any way then they are to be removed from site immediately.</p> <p>Any visitors who display symptoms of the virus on arrival at the site will not be permitted access.</p>					
<b>High levels of staff absence</b>	4	3	<b>M</b>	<p>The school has employed an extra learning supervisor to support with the burden of cover.</p> <p>Senior and middle leaders will be asked to support staff absence by covering lessons where needed.</p> <p>In the event of reduced student numbers, consideration will be given to collapsing classes and reducing the number of groups.</p> <p>In the event that staffing ratios are not safe, then the school will implement a rota system.</p>	3	3	<b>M</b>		Y

<b>Name of Assessor:</b>	R Briggs	<b>Signature:</b>	
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### Action Plan

Hazard	Further Actions	Assigned To	Due Date	Priority
	Parent communication to update medical information	FSC		
	Student Medical need list compiled	ANO (GME/ERI)		
	Signage to be displayed around the school to support students keeping to the left, including marking on stairways	SHM		
	Permanent signage to be placed at each entrance denoting the Year group and a reminder to sanitise hands	SHM		
	PHE videos and animations to play in the dining hall	FSC		
	Covid section of the website to hold key documents and guidance for parents and students	FSC		
	Bus monitor identified for each bus and seating plans created	JBA		
	Bin to be placed by each entrance alongside receptacles for reusable face masks	SHM		
	Hand washing reminders in each toilet cubicle	SHM		
	PHE strategy poster to be displayed in prominent positions	SHM		
	Wall mounted hand sanitiser units to be installed in identified locations	SHM		
	Alert system to in house cleaner regarding meeting rooms needing cleaning	FSC/BRA		

S	5	5	10	15	20	25
e	4	4	8	12	16	20
v	3	3	6	9	12	15

Likelihood	Severity	Risk (Likelihood x Severity)
1 = Very Unlikely	1 = No injury	1 – 5 = Low
2 = Unlikely	2 = Minor Injury or Illness	6 – 12 = Medium

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e r i t y	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	Likelihood					

3 = Likely	3 = 7-day Injury or Illness	15 – 25 = High
4 = Very Likely	4 = Specified Injury or Illness	
5 = Almost Certain	5 = Fatality or disabling injury	

# RISK ASSESSMENT – COVID-19

## Signing Sheet

By signing this document below, I confirm that I have read and understood the content of the risk assessment above. I understand that the company requires me to comply with all controls and policies described in the risk assessment and that failure to adhere to the contents may result in disciplinary action against me.

**Staff are currently receiving everything electronically rather than a paper copy. Therefore the signing sheet is not completed.**

**Governors are also receiving a copy of this electronically**

Name	Signature	Date

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