

PHS Covid-19 Risk Assessment 2021-22

Responsibility	Phil Hanson
Date of last review	31/08/2021
Date of next review	Ongoing
Approval by:	Avonreach Trustees
Approval date:	
Version Control:	V1 original draft 31 st August 2021

Notes: Separate Risk Assessment for Asymptomatic Testing Centre created

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors 	<p>Everyone will be instructed not to come into school if they are experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing, and the school will help them do this, using the national testing helpline. .</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The conference room and Sixth Form staircase will be used as the isolation area (access for Sixth Form Staff and Students will be via one of the fire exits or the corner stairs, should this area be closed). 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>Students and staff developing symptoms students will be isolated in the Conference Room until they can be collected or leave in the case of staff.</p> <p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there is a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection • Full sets of PPE are available for supervising staff in the Student Hub 	LT PH/LT Student Hub Student Hub Student Hub	6 th September 2021	

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		<ul style="list-style-type: none"> • Symptomatic students will be expected to wear a face covering – either their own or one from the school’s non-PPE stock • Staff needing to wear PPE will be trained in safe removal and disposal using the recommended • YouTube video: https://www.youtube.com/watch?v=wLuYDv65_to <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • A school minibus will be used The driver and passenger will maintain a distance of 2m from each other with the passenger in the rearmost seat; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are able to do so <p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has left.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <u>decontamination guidance</u>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school</p>	Cleaning team		

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		<p>will contact Worcestershire Public Health or PHE West Midlands:</p> <p>PHE West Midlands West Health Protection Team, 2nd Floor, Kidderminster Library, Market Street, Kidderminster, DY10 1AB Phone: 0344 225 3560</p> <p>To help with contact tracing should this be required by the NHS, records, where possible, will be kept of:</p> <ul style="list-style-type: none"> The pupils and staff in each group Detailed seating plans will be created and rigidly adhered to, these will be updated where required and where changes made these will be dated to allow 48hr tracing following a confirmed case Students travelling to college in the school minibus will follow the SAS protocol and ensure that they wear face coverings at all times when in the vehicle and ensure that they rigorously sanitise their hands before travelling in the minibus. <p>All staff should try to maintain a 2m distance from students as far as possible and avoid prolonged close contact</p> <p>Extra Action (see Contingency Plan may have to be put into operation where:</p> <ul style="list-style-type: none"> 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; <p>or</p>	<p>LT</p> <p>All teachers</p>		<p>All teachers must maintain accurate attendance registers for tutor and every lesson. Any extra-curricular activities must also include a register of those taking part.</p>

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		<ul style="list-style-type: none"> 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>Or</p> <ul style="list-style-type: none"> A student or member of staff is admitted to hospital with COVID-19 	All staff		
Contact with coronavirus when getting to and from school		<p>It is strongly recommended that students using dedicated school transport wear face coverings, duty staff to monitor and remind, reminders through daily bulletin, stock of face coverings maintained in school.</p> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day</p> <p>Sixth Form Students will not be allowed to leave the school site to visit local shops/cafes and return to school on the same day to avoid unnecessary contact.</p>	All staff, students & parents	6 th September 2021	
Spreading infection due to touch, sneezes and coughs		<p>Everyone in school will be encouraged to:</p> <ul style="list-style-type: none"> Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands Clean their hands on arrival, before and after eating, and after sneezing or coughing Be encouraged not to touch their mouth, eyes and nose 		6 th September 2021	All staff – try to maintain social distance from each other and students where possible

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		<ul style="list-style-type: none"> • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>All will be encouraged to follow these guidelines by posters displayed in key areas of the school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Bins for tissues will be checked and emptied, if necessary, through the day.</p> <p>Every classroom and office will be provided with hand sanitiser and in addition wall-mounted sanitiser stations will be installed in key areas of the school e.g. outside toilets.</p> <p>Parents have been asked to provide their children with a personal bottle of hand sanitiser.</p> <p>Daily student bulletin messages shared with student by tutors on an aspect of keeping 'Covid safe', Covid related PSHE and tutor activities in place.</p>	<p>Cleaning/Site Team</p> <p>All staff/students</p> <p>Tutors</p>		
<p>Spreading infection through contact with coronavirus on surfaces</p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks, tables and chairs • Office desks • Toilet facilities (including taps and flush buttons) to be cleaned at least 3 times daily 	<p>Cleaning/Site Team</p>		

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		<ul style="list-style-type: none"> • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboard and mouse) • Sports equipment (if required) • Telephones <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <u>decontamination guidance</u>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>All doors to classrooms and offices to be propped open where safe to do so and windows and doors will be open to maintain airflow wherever possible.</p> <p>Air handling systems will be switched on to increase airflow. Following HSE advice (09/07/20) that the risk of air conditioning spreading Coronavirus in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation. Air conditioning units may be used in air intake mode where available or in cooling mode provided all windows and doors are open to allow fresh air to enter the room.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p>	<p>Cleaning/Site Team</p> <p>All staff</p> <p>Teaching Staff/ Cleaning Team</p> <p>Parents/students</p>		

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Spreading infection due to excessive contact and mixing between students and staff in classrooms and offices		Shared rooms, such as halls and dining areas, will be well ventilated	All staff		
		<p>Social distancing is no longer required however:</p> <ul style="list-style-type: none"> • Students encouraged to keep a two-metre distance from staff; staff should keep working within a two metre distance to a minimum • Staff should aim to maintain a two-metre distance from other staff; staff gatherings kept to smaller numbers where spaces used allowed appropriate distancing and ventilation • One way system in operation in the Main corridor and PE corridor • One way entry into English/ Science via the link corridor; exit through either end of the English and Science blocks only 	All staff/students	6 th September 2021	
		<p>Hazard tape available for staff to create their own 'safe zone' in their office/classroom and encourage social distancing.</p> <p>Public meetings will, where possible, be held online including Parents' Evenings.</p> <p>Large staff gatherings will not take place (small groups such as departmental teams only to meet in well-ventilated rooms.</p>	All staff		

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Spreading infection due to excessive contact and mixing between students and staff around the school		<p>A One-way system will be in operation in the main building between 9am and 3:40pm – Main corridor L1 to Quad only, PE Corridor Quad to Perschore Kitchen entrance only, outside paths will be two-way.</p> <p>Access to English/Science will be one way from the Quad into the Science foyer. Students leaving the Science Building must use the fire exit at the playground end of the building. Students entering/exiting Science may do so from/to the English building must use the fire exit nearest the girls' changing rooms.</p> <p>Additional measures in place to enable suitable distance from catering staff: Barriers used to keep students away from servery, new queue management arrangements to avoid contact under 2m, screens installed at till points where closer contact is necessary</p>	<p>All staff</p> <p>Catering and Duty Staff</p>	6 th September 2021	
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised. (Staff must not use fire extinguishers for this purpose)</p>	<p>Site Team</p> <p>LT and Student Hub</p> <p>All staff</p>	6 th September 2021	

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		Students entry and exit from classrooms should be managed where possible to avoid unnecessary mixing of students in doorways	Teaching Staff		
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, large scale meetings will be conducted using Microsoft Teams or equivalent video conferencing software. This includes meetings with staff, parents, visitors and governors.</p> <p>Where this isn't possible or a face-to-face meeting is more appropriate, essential meetings will be conducted outside, or in a room large enough to allow for social distancing and good ventilation.</p> <p>A screen to protect the Receptionist from close contact installed.</p>	All staff	6 th September 2021	
Individuals vulnerable to serious infection coming into school		Individual Risk Assessments will be undertaken for vulnerable staff	KB	6 th September 2021	